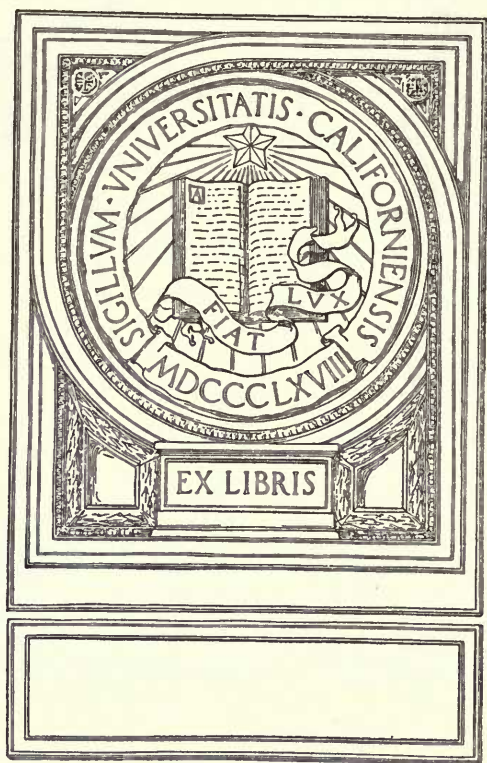


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RAILROAD CORRESPONDENCE FILE

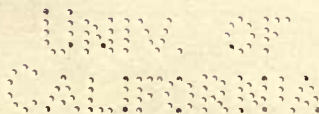
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W. H. WILLIAMS

Assistant Secretary, Baltimore and Ohio Railroad Company

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INDEX

| | PAGE |
|--|------|
| INTRODUCTION | 5 |
| PREFACE | 7 |
| GENERAL | 22 |
| Miscellaneous | 22 |
| Employees | 23 |
| Material | 26 |
| Insurance | 33 |
| Relations with Federal, State and Municipal Governments..... | 34 |
| Relations with other Transportation Companies | 35 |
| EXECUTIVE DEPARTMENT | 36 |
| FINANCE AND ACCOUNTS | 39 |
| Finance (Treasury Department) | 40 |
| Accounts (Auditing Department) | 43 |
| ROADWAY AND STRUCTURES. (M. OF W. DEPT.) | 46 |
| Right of Way | 47 |
| Crossings and Highways | 48 |
| Roadbed | 49 |
| Tracks | 51 |
| Buildings | 54 |
| Tools for M. W. Department | 29 |
| Docks, Wharves and Landings | 56 |
| EQUIPMENT AND SHOP APPLIANCES. (M. P. DEPT.) | 58 |
| Rolling stock | 59 |
| Floating Equipment | 67 |
| Shops | 68 |
| TRANSPORTATION AND STORAGE. (C. T. DEPT.) | 70 |
| Tracks and Terminals, Working | 72 |
| Trains | 73 |
| Locomotives, Utilization of | 75 |
| Cars, Utilization of | 76 |
| Safety Measures, Signals | 79 |
| Telegraph and Telephones | 80 |
| Accidents | 81 |
| TRAFFIC, RATES, Etc. | 82 |
| Passenger Traffic | 84 |
| Freight Traffic | 90 |
| Baggage, Transportation of, Handling, etc. | 100 |
| Mail, Transportation of, Handling, etc. | 101 |
| Express, Transportation of, Handling, etc. | 102 |
| LOCAL FACILITIES AND AFFAIRS | 103 |
| ALPHABETICAL LIST OF SUBJECTS | 107 |

INTRODUCTION

Almost the first work that I did in the railroad service was the overhauling and re-indexing of the file in the Engineer's office in which I was employed. I have been re-indexing files ever since.

In 1897 and 1898 we placed the files of the Superintendents' and Engineers' offices on the several Divisions of the Pennsylvania Lines West of Pittsburgh on a uniform basis of indexing, and the results were so very satisfactory that I endeavored to extend the system to the offices of the General Officers; it was, however, found incapable of such expansion.

I then asked Mr. W. H. Williams to examine the methods in use in the business concerns and railroad offices, both here and abroad, and make a study of the Dewey Decimal System. The result of his studies is the index now put out by him for general use, and which has proven entirely effective in the offices in which it has been introduced.

L. F. LOREE,
President B. & O. R. R. Co.

RAILROAD CORRESPONDENCE FILE

PREFACE

Just what the original method of filing correspondence was, it is difficult to say, but it has often been remarked, for the benefit of the File Clerk, that the best file is a "barrel." You know the correspondence you want is there somewhere though it may require a great part of the day to find it. This could possibly be improved upon by threading a needle and stringing the letters when received, thus insuring that they would, at least, be in date order.

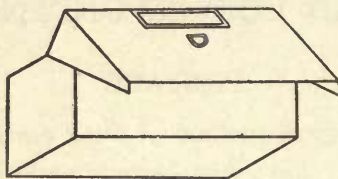
Some of the English Railroads formerly fastened together with a brad all the papers bearing the same file number, attached a backing sheet, and glued the latter to a page in a large invoice book, the volume and page number of the book serving as the file number. The papers are pulled loose each time they are needed, frequently destroying the leaf to which attached and making it necessary to transfer the papers. The books soon fall apart and have to be rebound every few years. This practice has been largely discontinued though there are a few roads in Europe and one or two in this country where such books are being used.

With the introduction of typewriters the correspondence has steadily increased so that a receptacle for filing papers is not all that is required. In addition, there must be some method of providing an index to the subject treated in the correspondence, so that it can be readily located.

FILE BOXES. Durability is an important requirement, and experience has demonstrated that the cheaper grades of file boxes made of paper are not satisfactory. Document file boxes—about 8½ inches wide, 5 inches high and 10 inches long—which are made of wood or metal, while fairly satisfactory, necessitate folding the papers, causing considerable annoyance and inconvenience in handling large batches of correspondence which have been filed for some time. Metal boxes—12½ inches long, 9½ wide, 5 inches high, and open on

RAILROAD CORRESPONDENCE FILE

the side (as shown by cut below)—permitting of filing correspondence without folding have lately been introduced and have proved very satisfactory.



Another method, especially adapted to the Decimal Classification, is to file the correspondence vertically flat in drawers, using an envelope for each file number. Guide cards can be used with this system the same as with the card index.

FILE

NUMBERS.

Probably less attention has been given this branch of the subject than any other. The general practice is to number subjects in regular numerical order as they arise. This is further amplified by assigning new numbers to sub-divisions of the subjects and to correspondence of particular importance, and, later, to that relating to two or more of these sub-divisions of the same subject. The File Clerks look upon the several subjects, or sub-divisions, in a different light, and we soon find many duplicate numbers; for instance, instead of having but one number for all correspondence relating to matters affecting but one city or town, as say No. 51 for all correspondence relating to Chicago, Illinois, the correspondence relating to sidings at that point is given one number, that relating to depots another number, etc., and then correspondence relating to any two of these subjects is frequently given yet another number until there may be some 300 or 400 file numbers for Chicago. Other File Clerks may give correspondence relating to each individual track a distinctive number, and others a new number to correspondence relating to any one track each time the matter comes up for consideration; for example, for a siding built at Chicago in 1880, instead of filing it under No. 51, it is filed under No. 511; if, in 1881, an extension of this siding be requested, the correspondence relating thereto is placed in file No. 555, etc. As a result we find in one Superintendent's office 300 numbers, and in another Superintendent's office, 25,000 file numbers. The last named method is largely in vogue on the English Railroads, and, in November, 1900,



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RAILROAD CORRESPONDENCE FILE

the General Manager's office on one of the Roads in that Country had 1,360,000 file numbers, though the volume of the correspondence is little, if any, in excess of that handled in the office of General Manager on any of the larger Railroads in this Country.

One of the English Roads begins with No. 1 each year and assigns a new number to each matter brought up during the year, and averages from 20,000 to 25,000 file numbers per annum. Another, while endeavoring to file under one number all correspondence relating to a particular accident, assigns a distinctive number to each, and, assuming there is an average of three accidents a day, they create over 700 file numbers per annum for this subject alone. The creation of so many numbers causes the subject index to become practically useless, necessitating frequent revision and increased clerical force. While formerly File Clerks attended to various matters other than filing the correspondence, they are now barely able to handle the file alone; and, on the English Railroad, having 1,360,000 file numbers, they have ten file clerks, eight of whom are kept busy locating old correspondence, it frequently requiring from three to four days to locate papers relating to other than current work, while in the United States we should look with suspicion on the File Clerk who required more than five minutes, one or two minutes being considered entirely adequate.

If a matter come before the Board of Trade or Parliament, the old files are gone over and all correspondence pertaining to it are placed in a separate file, which requires another index and adds to the confusion.

While the English Railroads have too many file numbers, some of the Roads on the Continent have gone to the other extreme in restricting the subjects for each office. For instance, on one Road the officer having charge of the signals and telegraph is permitted to have but eight file numbers, viz:

Signals at Stations (arranged alphabetically).

Signals on Line (according to geographical location).

Signals, General.

Personal.

Material.

Supplies for Office.

Affairs, General.

New Schemes.

RAILROAD CORRESPONDENCE FILE

The Freight Departments of some of the larger Railroads in the United States, recognizing the necessity for some improvement in the numbering, recently adopted what is known as the Block System—the assignment of a “block” or “series” of numbers to a group of subjects or a certain territory. They were particularly fortunate in having an official classification covering practically all commodities handled by freight service—some 16,000—and in knowing the points of origin and destination for the bulk of the shipments of each class. They use 470 basic numbers, composed of 250 items in the official classification and 220 subjects relating to Transportation, Accounts, Maintenance of Way, Maintenance of Equipment, Law, etc., arranged in alphabetical order; to each of these they have assigned 100 numbers, indicating points of origin and destination, making a total of 47,000 file numbers.

This arrangement separates the correspondence on allied or kindred subjects, two or more of which are sometimes included in one letter, as for instance, the products of mines—coal, ore, coke, etc.—While the mineral traffic may count for but little in the office of one Division Freight Agent it may embrace over one-half of the correspondence in the office of another Division Freight Agent. The same is true regarding grains—corn, wheat, oats, etc. So that one-half of the correspondence is filed in 500 numbers, leaving 46,500 for the other half. As about two-thirds of the correspondence on any subject is filed in the general number assigned to it, one-third of the total correspondence relating to mineral traffic would be filed in the general number, so that two-ninths of the total correspondence is filed in one number and 46,999 numbers are provided for the other seven-ninths, i. e., 13,428 file numbers are furnished for filing the same amount of correspondence that is filed in the one general number assigned to mineral traffic on one Division, in the one general number assigned to grain traffic on another Division, etc. While the subdivision of the first forty numbers is the same in all offices, each office makes its own sub-division for the remaining sixty numbers, and, as the file number is put on all letters and messages, we see “Replying to your letter of the 16th—my file 34,650, your file 34,660, etc.”

Since the inauguration of this system, through billing has been established between points on the Pacific Coast and points on the Atlantic Coast, and should through Trans-continental Routes be estab-

RAILROAD CORRESPONDENCE FILE

lished—as seems entirely probable—difficulty will be experienced in providing proper sub-divisions to show points of origin and destination.

The libraries have had an analagous experience in securing a suitable classification for their books which would not be too narrow and too specialized, but seem now to have arrived at a satisfactory solution of the problem through the introduction of the Decimal Classification of Melvil Dewey.

Before commencing his task, Mr. Dewey read and carefully studied all works bearing upon the subject and was helped by more than a hundred specialists. In 1891 there were in the United States 4,000 libraries with 50,000,000 volumes, and one-fourth of these libraries were affiliated with the Library Association and using the system developed by Mr. Dewey. Ninety per cent of the libraries that have been reclassified and virtually all the new libraries started in the last five years are using the system. He divided human knowledge into ten classes, designated by the figures 0 to 9:

- | | |
|------------------|--------------------|
| 0 General Works. | 5 Natural Science. |
| 1 Philosophy. | 6 Useful Arts. |
| 2 Religion. | 7 Fine Arts. |
| 3 Sociology. | 8 Literature. |
| 4 Philology. | 9 History. |

Each of these classes has ten divisions, each division has ten sub-divisions, etc.

Mr. Weissenbruch, Secretary of the International Railway Congress, has used the Decimal Classification of Mr. Dewey as a basis for providing a classification for railway literature, and an International Bibliographical Institute has been established at Brussels, where they probably have the most complete railway reference library in the world. With the decimal classification they are able to find anything desired without a moment's delay.

There are several objections to using Mr. Weissenbruch's index in filing correspondence, and many reasons why a new basis should be established. After going over the matter with Mr. Weissenbruch and the International Bibliographical Institute people, the conclusion was reached that the railroad departments ought to be used as a basis, making the sub-divisions in the same manner as Mr. Dewey and Mr. Weissenbruch have done.

RAILROAD CORRESPONDENCE FILE

The following has therefore been used :

o GENERAL.

- oo Miscellaneous.
- o1 Officers and other employes.
- o2 Material and supplies.
- o3 Insurance.
- o7 Relations with Federal, State and Municipal Governments.
- o8 Relations with other roads.

1 EXECUTIVE DEPARTMENT.

- 11 Constitution and By-Laws.
- 12 Charter.
- 13 Lines Owned.
- 14 Lines Controlled.
- 15 Lines Operated.

2 FINANCE AND ACCOUNTS.

- 21 Finance.
- 22 Accounts.

3 ROADWAY AND STRUCTURES.

- 30 Roadway and Structures—General.
- 31 Right of way.
- 32 Crossings and Highways.
- 33 Roadbed.
- 34 Tracks.
- 35 Buildings.
- 37 Docks, Wharves and Landings.

4 EQUIPMENT AND SHOPS.

- 40 Equipment—General.
- 41 Rolling Stock.
- 42 Floating Equipment.
- 43 Shops.

RAILROAD CORRESPONDENCE FILE

5 TRANSPORTATION AND STORAGE.

- 50 Transportation and Storage—General.
- 51 Tracks and Terminals—Working.
- 52 Trains.
- 53 Locomotives—Utilization of.
- 54 Cars—Utilization of.
- 56 Safety measures, Signals.
- 57 Telegraph and telephones.
- 58 Accidents.

6 TRAFFIC.

- 60 Traffic—General.
- 61 Passenger traffic.
- 62 Freight traffic.
- 63 Baggage, handling and transportation of.
- 64 Mail, transportation of.
- 65 Express, transportation of.

9 LOCAL FACILITIES AND AFFAIRS.

No. 6, for example, is sub-divided as follows:

- 60 Traffic, Rates, etc., general.
- 61 Passenger traffic.
- 62 Freight traffic.
- 63 Baggage.
- 64 Mail.
- 65 Express.

No. 62 is sub-divided as follows:

- 620 Freight traffic, general.
- 621 Products of agriculture.
- 622 Animals and animal products.
- 623 Products of mines.
- 624 Products of the forest.
- 625 Manufacturing.

RAILROAD CORRESPONDENCE FILE

No. 621 is sub-divided into:

- 621.1 Canned and bottled goods.
- 621.2 Groceries.
- 621.3 Grain and grain products.
- 621.4 Fruits and Vegetables.
- 621.5 Tropical Products.
- 621.6 Nuts.
- 621.9 Other.

No. 621.3 is sub-divided into:

- 621.301 Seeds.
- 621.302 Hay.
- 621.303 Straw.
- 621.304 Brooms and broom corn.
- 621.305 Flax, Hemp and Jute.
- 621.31 Wheat.
- 621.32 Corn.
- 621.33 Oats.
- 621.34 Rye.
- 621.39 Other Grains.

The Naught is used in all cases to represent general subjects; therefore, 620—Freight Traffic—is sub-divided into:

- 620.1 Freight Rates.
- 620.2 Weighing and Inspection.
- 620.3 Routing and Billing.
- 620.4 Soliciting Freight Traffic.
- 620.5 Loading and Handling.
- 620.6 Milling in transit.
- 620.7 Freight Bills, collection and credit.
- 620.8 Freight Claims.

Each of these classes can be further sub-divided; showing how easily the system can be applied to the most varied of subjects.

Owing to the fact that correspondence relating to local matters in any one town almost invariably combines two or more subjects, No. 9 has been used for providing a number for each station on the Lines, the idea being that so far as possible correspondence will be filed

RAILROAD CORRESPONDENCE FILE

according to location. The correspondence in connection with improvements in the passenger station at Cheboygan, for instance, also covers improvements to the freight station, the opening and closing of public streets, removal of the shops, elevation of tracks, additional crossing watchmen, belt line around the town, entrance of other railroads, etc. It is hard to determine just in what way any of these matters will come up in the future and a number could hardly be provided in any other way that would take care of all of them.

All topics printed in black-face type in the index are further divided in tables where one may see the sub-heads. These numbers should be looked up in the full tables of sub-sections.

*The advantages of the Decimal System as applied to correspondence files are:

1. It can be applied with ease to the most varied subjects and the most minute details can be classified by a few figures which represent their relationship, and show their dependence upon or subordination to one another.
2. When any new topic arises it is always closely related to some existing head, and combining it with the nearest head by adding a decimal place makes abundant room for the new comer. The system is thus capable of unlimited expansion, and can never break down for lack of room for growth.
3. Not only are all papers sought bound together but the most nearly allied subjects precede and follow, they in turn being preceded and followed by other allied subjects as far as practicable.
4. Correspondence on allied subjects are sure to be separated, sooner or later, in every file arranged on the common plan, unless it be frequently re-arranged and re-indexed, and the great amount of labor involved renders this impracticable and very undesirable.
5. Our small Arabic numbers are made to tell of each letter or batch of correspondence both what it is and where it is.

* Decimal Classification.—Dewey.

RAILROAD CORRESPONDENCE FILE

6. While the total file numbers recommended is quite large, as a matter of fact the file can be said to consist of but ten numbers, viz., 0 to 9 inclusive; the other numbers being sub-divisions of these ten general heads for the convenience of the File Clerk in placing the papers in the file in a systematic manner so they can be quickly located when wanted.
7. Correspondence can be readily located without reference to the subject index.

SUBJECT INDEX.

The practice has been to use a book for providing an index to the file numbers, but owing to the creation of so many new numbers—making it impossible to ever have an index in perfect condition and making it necessary to frequently re-write it—a more elastic index has long been regarded as necessary. With the common systems of numbering, the card index affords the best solution of the difficulty, permitting of the addition of new subjects at any time without in any way distorting the original arrangement of the subjects and file numbers. The card index has now been in use long enough to thoroughly demonstrate its many advantages over other systems. All advantages secured by the decimal classification with regard to filing papers apply with equal force to the card system for indexing subjects.

Its use tends to minimize the imperfections of the old systems of numbering files; for instance, while in one year 1,000 numbers would be created on a road for accidents and it would be practically impossible to group these in a subject book, by the use of the card index all entries covering accidents are brought together, though requiring no less than 100 cards per annum and 1,000 cards for ten years. It would greatly facilitate matters to sub-divide the general subject of accidents by filing together all reports of accidents occurring within certain territory or on one Division, and arranging the same in date order.

It is believed the correspondence of any Railroad Office can be filed under the subjects herewith, and that no further index is necessary provided care be exercised to see that cross references are made; for instance, while correspondence relating to legislation in Texas about right-of-way fences would be filed in .07, because correspondence relating to color of signals, number of men per train and other bills before

RAILROAD CORRESPONDENCE FILE

the Legislature of that State would be reported on in the same letter, reference to these items should be made in the file numbers assigned to the various subjects.

RECORD OF CORRESPONDENCE.

Growing out of the imperfections of the present system many roads use what is known as the "Record of Correspondence," being a complete record of every letter passing in and out of the office. Like the "large car," it may be said to have been made to "beat the rule, instead of to meet the rule."

Under the present system it is made necessary because—

- A. There is no systematic classification of file numbers, and owing to duplication, etc., spoken of above, some index is needed to determine in which of a dozen or more files a particular batch of correspondence has been placed.
- B. The book subject index is seldom up-to-date.
- C. Correspondence is constantly being sent out of the office (either handed to some one or forwarded with pencil notation) without the File Clerk being given an opportunity to secure a record of it.
- D. Correspondence is held out of the files owing to delay in making reply to letters received.
- E. Carbon copies of letters forwarded are not filed until an answer to them has been received.

These conditions, however, can be eliminated :—

- a and b. By adopting the decimal classification of numbers.
- c. By writing a letter instead of handing a batch of correspondence to some one for his information or for additional data.
- d. This is only serious when considered in connection with "c," it then being necessary to go over all the papers on the desks in order to determine whether the correspondence is in the file or has been handed to some other Officer.

RAILROAD CORRESPONDENCE FILE

- e. By making an additional copy of each letter requiring an answer. For this a special second sheet should be provided and stamped "Copy" or "Awaiting a Reply."

With the introduction of a systematic file system in the Division Superintendents' Offices on one of the more important lines, they discontinued taking a record of correspondence, and the taking of impression copies of out-bound mail. In one of the General Offices where such a record is kept, they have not had occasion to refer to it during the past two years, thus indicating that, with a systematic arrangement of numbers and a satisfactory index to the subjects, the continuance of the "Record of Correspondence" is not justified.

The time now devoted to keeping up the Record of Correspondence can be utilized to advantage in other work.

The State Railways in one of the countries on the Continent undertook to keep a record of all correspondence passing between any two or more Departments, or going to or coming from one of the Railway Ministers, and established a bureau for this purpose. Originally but one book was used, but finding considerable difficulty in locating just what was wanted another book was started for "Important Correspondence" and afterwards a book for "Very Important Correspondence," and so on, until now they have six or eight books, one of them being devoted entirely to correspondence to and from the Railway Ministers. The man in charge of the Record Bureau determines in which book each letter will be recorded.

They have given up the idea of recording all correspondence and record only about one-half of it, also determined by the man in charge of the Record Bureau. A number is stamped on each letter as it is recorded but it has no reference to the file number. If a letter be received today it may be numbered 5,651,420, while if tomorrow a letter on the same subject is received it will be numbered 5,652,000, depending upon the number of letters received in the interim, and if an inquiry be made regarding an entry in the record they go over first one book, then another, and so on until it is located, or failing to find it, they decide it was not of sufficient importance to justify entry in the record. There is little, if any, merit in the system, and it certainly does not warrant the expense of twelve or fifteen clerks.

RAILROAD CORRESPONDENCE FILE

GENERAL. The work can be greatly facilitated by dividing the file into two parts—a “working file” and a “storage file”—the subjects and numbers being the same for both, the correspondence on each subject for one year constituting a volume.

At the end of, say 1900, the correspondence for the year 1899 in the working file would be transferred to the storage file, a year later the correspondence for the year 1900 would be transferred, and so on—all the correspondence for at least the last year being in the working file. In transferring from the working to the storage file, advantage should be taken of the opportunity thus afforded to destroy such papers, documents, correspondence, statements, etc., as have no further value. Officers having charge of construction work will find it possible to destroy from 75 to 90 per cent of the correspondence relating to work after the contracts have been entered into and the work completed and accepted.

It is very desirable that so far as practicable each letter be confined to a single subject. When two or more subjects are contained in one letter a note should be placed in the file represented by the minor subject indicating in what file the correspondence can be found.

If the correspondence be filed flat as recommended, a file wrapper can be provided by folding a sheet of paper twice the size of the ordinary letter-head, providing space on the back thereof for the file number and the subject.

Care should be exercised in the selection of a File Clerk with a view to securing a competent, intelligent and trustworthy person, and he should be entrusted with the opening of all letters excepting those marked “Personal,” “Private” or “Confidential.” He should have at least one year’s prior experience in the office as Stenographer or Clerk in some capacity which permits of his becoming familiar with the various subjects covered by the current correspondence. The service could be further improved by requiring the various File Clerks to periodically attend meetings for the purpose of discussing any questions which may arise; and, in this connection, it might be well to conduct an examination similar to the examination of Trainmen on the Book of Rules.

Where possible to do so, advantage has been taken of the Decimal Classification perfected by Mr. Dewey and the Library Bureau.

RAILROAD CORRESPONDENCE FILE

Mr. Weissenbruch and the President and Secretary of the International Bibliographical Institute have rendered great assistance, and I am also under many obligations to the Officers and Clerks on the Pennsylvania Lines for their interest, encouragement and help.

A DECIMAL CLASSIFICATION
FOR
INDEXING
RAILWAY CORRESPONDENCE AND RECORDS

- 0 General.
- 1 Executive.
- 2 Finance and Accounts.
- 3 Roadway and Structures.
- 4 Equipment and Shops.
(Maintenance of Shops, see Section 3.)
- 5 Transportation and Storage.
- 6 Traffic, Rates.
- 7
- 8
- 9 Local Facilities and Affairs.

RAILROAD CORRESPONDENCE FILE

000 General.

001 Associations, miscellaneous.

002 Statistics, general.

003 Books and periodicals, newspapers, etc.

003.1 Information for publication.

004 Correspondence.

004.1 Manner of handling.

004.2 Requests for replies.

004.3 Filing.

005 Addresses.

007 Meteorology.

007.1 Weather Reports.

008 Bacteriology.

010 Officers and other Employes.

020 Material and Supplies.

030 Insurance.

040

050

060

**070 Relations with Federal, State and Municipal
Governments.**

080 Relations with other Railroads.

090

RAILROAD CORRESPONDENCE FILE

010 Officers and Employees.

| | | |
|--------|---|-----|
| 010.01 | Letters of introduction. | 100 |
| 010.1 | Meetings of Staff. | 120 |
| 010.2 | Classification of employes. | 200 |
| 010.3 | Gratuities for families of employes killed. | 210 |
| 010.4 | Committees—Reports, appointments, etc. | 220 |

011 Relations between officers and other employes.

| | | |
|-----------|---|-----|
| 011.1 | Employment and promotions, appointments, etc. | 310 |
| 011.11 | Applications, employment, promotions. | 320 |
| 011.111 | Employment for injured employes. | 330 |
| 011.12 | Rules Governing the Employment of men. | 340 |
| 011.121 | Age requirements for various positions. | 350 |
| 011.122 | Physical requirements of men. | 370 |
| 011.122.1 | Requirements with respect to sense of sight, hearing, etc. | 400 |
| 011.2 | Office and shop regulations, Fines, Punishments, etc. | 410 |
| 011.201 | Arrangement of clerical force. | 420 |
| 011.202 | Duties of employes. | 430 |
| 011.21 | Book of Rules. | 500 |
| 011.211 | Examinations of employes. | 510 |
| 011.22 | Staff and Discipline Record. | 520 |
| 011.221 | Records of employes. | 530 |
| 011.222 | Discipline. | 540 |
| 011.222.1 | Standard Discipline—Supervision, etc. | 60 |
| 011.222.2 | Book, or Brown System. | 70 |
| 011.223 | Issue of credentials, clearance cards or congratulatory letters. | 80 |
| 011.227 | Failure of employes to pay debts. | 500 |
| 011.3 | Institutions founded by Railway Company for Benefit of Employees. | 0 |
| 011.31 | Voluntary Relief Association. | 620 |
| 011.32 | Pension Fund. | 640 |
| 011.33 | Railway and Y. M. C. A. reading rooms. | 50 |
| 011.34 | Railway Libraries. | 00 |
| 011.35 | Railway Schools. | |

RAILROAD CORRESPONDENCE FILE

012 Wages and salaries.

- 012.01 Monthly allowance for expenditures for wages and salaries.
- 012.02 Piece work.
- 012.1 Salaries of employes.
 - 012.11 Salaries of officers.
 - 012.12 Salaries of clerks to officers.
 - 012.13 Salaries of other monthly men.
- 012.2 Daily, hourly and trip rates.
 - 012.21 Wages, Station labor.
 - 012.22 Wages, M. of W. employes.
 - 012.23 Wages of shop and other M. of E. employes.
 - 012.25 Wages of men in train and yard service.
 - 012.29 Wages of other men.
- 012.3 Hours of labor.
 - 012.31 Overtime.
 - 012.32 Leave of absence, vacations.
 - 012.33 Night work.
 - 012.34 Holidays, Observance of.
 - 012.35 Sundays, Working on.
- 012.37 Laws regulating hours of labor.

013 Labor organizations, strikes, grievances.

013.1 Strikes—Miscellaneous.

- 013.101 Strikes as a problem, opinions on, etc.
- 013.102 Boycotts.
- 013.103 Injunctions.

013.2 Labor organizations.

- 013.201 Number of employes members of orders.
- 013.202 Employes wearing lodge badges.
- 013.21 Brotherhood of Locomotive Engineers.
- 013.22 Brotherhood of Locomotive Firemen.
- 013.23 Brotherhood of Railroad Trainmen.
- 013.24 Order of Railroad Conductors.
- 013.25 Order Railway Telegraphers.
- 013.26 American Railway Union.
- 013.27 American Railway League.
- 013.28 Association of Station Agents.
- 013.29 Other Labor Organizations.
 - 013.291 Railway Loyal League.
 - 013.292 Railway and Telegraph Employes Political League.
 - 013.293 Trackmen's Union.

RAILROAD CORRESPONDENCE FILE

014 Minors and women—Employment of.

014.1 Minors' release.

018 General matters.

018.1 Morals.

018.11 Use of intoxicating liquors.

018.2 Appearance of employes.

018.21 Uniforms for employes.

018.3 Hygiene.

018.31 Vaccination of employes.

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RAILROAD CORRESPONDENCE FILE

020 Material and Supplies—General.

- 020.01 Catalogues.
- * 020.1 Specifications.
- 020.11 Inspections, tests, analyses, etc.
- 020.2 Material and supplies on hand.
- 020.21 Inventory of material and supplies.
- 020.22 Depreciation of value of stock.
- 020.23 Surplus material—disposition of.
- 020.24 Scrap.
- 020.3 Stock account (classification of materials).
- 020.4 Methods of handling and storing material.
- 020.5 Orders, requisitions, manner of handling, etc.
- 020.51 Rebates on material.
- 020.6 Material for other Companies and individuals, orders for, etc.

021 Building material and supplies.

- 021.1 Lumber.
- 021.2 Brick, stone, sand, etc.
- 021.3 Lime and cement.
- 021.4 Paints and varnishes.
- 021.5 Glass.
- 021.6 Hardware.
- 021.7 Tile.
- 021.9 Other building material.

022 Heating and lighting material.

- 022.1 Heating material.
- 022.11 Stoves and stove material.
- 022.12 Steam heat apparatus and supplies.
- 022.13 Water heating apparatus and supplies.
- 022.14 Electrical heating apparatus and supplies.
- 022.19 Other heating materials.
- 022.2 Lighting material.
- 022.21 Lamps.
- 022.211 Electric.
- 022.212 Oil.

*When relating to any particular material, correspondence should be filed under number assigned to it.

RAILROAD CORRESPONDENCE FILE

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| | | |
|---------|----------------------------------|-----|
| 022.213 | Gas. | 030 |
| 022.214 | Carburettor. | 070 |
| 022.219 | Other lamps. | 080 |
| 022.22 | Lanterns. | 100 |
| 022.23 | Illuminants. | 120 |
| 022.231 | Gas. | 200 |
| 022.232 | Oil. | |
| 022.233 | Gasoline. | 210 |
| 022.24 | Lamp and lantern supplies. | 220 |
| 022.241 | Burners. | 300 |
| 022.242 | Wicks. | |
| 022.243 | Chimneys. | 310 |
| 022.244 | Shades. | |
| 022.245 | Globes. | 320 |
| 022.246 | Frames. | 330 |
| 022.247 | Lenses. | 340 |
| 022.249 | Other lamp and lantern supplies. | 350 |

023

Fuel for Company use.

| | | |
|---------|------------------------|-----|
| 023.01 | Tests. | 370 |
| 023.02 | Quality. | 400 |
| 023.03 | Supply. | 410 |
| 023.031 | Confiscation of. | 420 |
| 023.032 | Orders and contracts. | 430 |
| 023.1 | Bituminous coal. | 500 |
| 023.2 | Anthracite coal. | 510 |
| 023.3 | Wood and charcoal. | 520 |
| 023.4 | Coke. | 530 |
| 023.5 | Gas. | 540 |
| 023.6 | Oil. | |
| 023.9 | Other (Miscellaneous). | 560 |

024

Metals.

| | | |
|--------|------------------------|-----|
| 024.1 | Cast iron. | 570 |
| 024.11 | Iron castings. | 580 |
| 024.2 | Wrought iron. | 600 |
| 024.21 | Wrought iron forgings. | 0 |
| | | 620 |

RAILROAD CORRESPONDENCE FILE

- 024.3 Steel.
 - 024.31 Steel castings.
 - 024.32 Steel forgings.
- 024.4 Springs.
- 024.5 Alloys.
 - 024.51 Brass.
 - 024.52 Bronze.
 - 024.53 Solder.
 - 024.54 Bearing material.
- 024.6 Minor metals, copper, tin, lead, zinc, antimony, etc.
- 024.7 Bolts, nuts, rivets, screws, cotters, nails.
- 024.8 Forgings.
- 024.9 Other.
 - 024.91 Wire.
 - 024.911 Iron wire.
 - 024.912 Copper wire.
 - 024.913 Cables.
 - 024.92 Chain.

025 Office supplies.

- 025.1 Furniture.
 - 025.11 Desks.
 - 025.12 Chairs.
 - 025.13 Sofas.
 - 025.14 Tables.
 - 025.15 Filing cabinets.
 - 025.16 Book cases.
 - 025.17 Safes.
 - 025.19 Other office furniture.
- 025.2 Stationery.
 - 025.21 Blank forms and blank books.
 - 025.211 Printing.
 - 025.212 Numbering.
 - 025.213 Binding books.
 - 025.22 Circulars and miscellaneous printing.
 - 025.221 Passenger tariffs—Printing.
 - 025.222 Freight tariffs—Printing.
 - 025.223 Stock, bonds and mortgages—Printing.
 - 025.224 Tickets and cash fare checks—Printing.
 - 025.225 Time Tables—Printing.

RAILROAD CORRESPONDENCE FILE

| | | |
|---------|---|-----|
| 025.23 | Duplicating apparatus and material. | 030 |
| 025.231 | Typewriters and typewriter supplies. | 070 |
| 025.232 | Carbon paper. | 080 |
| 025.233 | Mimeograph, hektograph, stylograph, dausacme, neostyle, etc. | 100 |
| 025.234 | Copying presses. | 120 |
| 025.235 | Photographic supplies. | 200 |
| 025.24 | Stationery supplies. | 210 |
| 025.241 | Drawing material. | 220 |
| 025.242 | Stamps, postage. | 300 |
| 025.243 | Stamps—Rubber and dating. | 310 |
| 025.5 | Office decorations and fittings. | 310 |
| 025.51 | Carpets, matting, oil cloth, etc. | 320 |
| 025.52 | Wall paper. | 330 |
| 025.53 | Photographs and pictures. | 340 |
| 025.9 | Other office material. | 350 |
| 026 | Machinery and tools. (See also 361 and 431.) | 370 |
| 026.1 | Engines. | 400 |
| 026.11 | Stationary. | 410 |
| 026.12 | Hoisting. | 420 |
| 026.19 | Other engines. | 430 |
| 026.2 | Boilers. | 500 |
| 026.3 | Track tools. | 510 |
| 026.31 | Ballast forks. | 520 |
| 026.32 | Ballast unloaders. | 530 |
| 026.33 | Picks. | 540 |
| 026.34 | Rail benders. | 560 |
| 026.35 | Rail tongs. | 570 |
| 026.39 | Other track tools. | 580 |
| 026.4 | Hand Tools. | 600 |
| 026.41 | Hatchets, hammers, etc. | 10 |
| 026.42 | Saws. | 620 |
| 026.43 | Shovels. | 640 |
| 026.44 | Handles. | 550 |
| 026.45 | Vises. | 600 |
| 026.46 | Files. | 620 |
| 026.49 | Other hand tools. | 640 |

RAILROAD CORRESPONDENCE FILE

| | |
|---------|------------|
| 026.5 | Drills. |
| 026.51 | Twist. |
| 026.52 | Track. |
| 026.53 | Upright. |
| 026.54 | Pneumatic. |
| 026.55 | Bits. |
| 036.551 | Auger. |
| 026.552 | Machine. |
| 026.56 | Braces. |

027 Conducting transportation, material and supplies.

| | |
|---------|------------------------------------|
| 027.01 | Ice. |
| 027.1 | Dining cars and restaurants. |
| 027.11 | Culinary supplies. |
| 027.12 | Knives and forks. |
| 027.13 | Dishes. |
| 027.131 | China and glassware. |
| 027.14 | Groceries, meats, etc. |
| 027.19 | Other dining car supplies. |
| 027.2 | Telegraph and Telephone supplies. |
| 027.21 | Telegraph and telephone wire. |
| 027.22 | Battery Material. |
| 027.221 | Blue vitriol. |
| 027.222 | Sulphate of copper. |
| 027.223 | Zinc. |
| 027.224 | Battery jars. |
| 027.229 | Other battery material. |
| 027.23 | Telegraph instruments. |
| 027.24 | Telephone instruments. |
| 027.3 | Train supplies. |
| 027.31 | Fusees and torpedoes. |
| 027.9 | Other C. T. material and supplies. |

029 Other material and supplies.

| | |
|---------|--|
| 029.1 | Car and Locomotive trimmings and fixtures, fittings. |
| 029.11 | Car Trimmings. |
| 029.111 | Basket racks. (See also 412.45.) |
| 029.112 | Bell cord. |
| 029.113 | Upholstering material. |

RAILROAD CORRESPONDENCE FILE

| | | |
|---------|------------------------------------|-----|
| 029.12 | Window Fittings. (See also 412.3). | 030 |
| 029.121 | Sash lifts. | 070 |
| 029.122 | Sash balances. | 080 |
| 029.123 | Sash stops. | 100 |
| 029.124 | Curtains. | 120 |
| 029.125 | Screens. | 200 |
| 029.13 | Door fittings. | |
| 029.14 | Locomotive fittings. | 210 |
| 029.19 | Other locomotive and car material. | 220 |
| 029.2 | Cleaning compounds and appliances. | |
| 029.21 | Soap. | 300 |
| 029.22 | Modoc and other compounds. | |
| 029.23 | Brooms. | 310 |
| 029.24 | Dusters. | 320 |
| 029.25 | Wiping cloths. | 330 |
| 029.26 | Sponges. | |
| 029.29 | Other cleaning material. | 340 |
| 029.3 | Leather and rubber goods. | 350 |
| 029.31 | Leather goods. | |
| 029.32 | Belting. | 370 |
| 029.321 | Belt lace. | 400 |
| 029.33 | Rubber goods. | 410 |
| 029.34 | Hose. | 420 |
| 029.341 | Air. | |
| 029.342 | Tank. | 430 |
| 029.343 | Steam heat. | 500 |
| 029.344 | Signal. | 510 |
| 029.345 | Fire. | 520 |
| 029.346 | Garden. | 530 |
| 029.349 | Other. | 540 |
| 029.5 | Dry goods. | |
| 029.51 | Duck. | 560 |
| 029.52 | Bunting. | |
| 029.7 | Lubricants, packing and waste. | 570 |
| 029.701 | Handling of. | 580 |
| 029.71 | Packing. | 600 |
| 029.72 | Waste. | 10 |
| 029.73 | Lubricants—Supply of. | |
| 029.731 | Orders and contracts. | 620 |

RAILROAD CORRESPONDENCE FILE

- 029.8 Plumbing supplies, pipe, etc.
 - 029.81 Pipe.
 - 029.811 Wrought iron pipe.
 - 029.812 Cast iron pipe.
 - 029.813 Sewer pipe.
 - 029.82 Fittings.
 - 029.83 Coverings.
 - 029.84 Tools—plumbers'.
 - 029.89 Other plumbing material.
- 029.9 Other material (Miscellaneous).
 - 029.91 Rope and cordage.
 - 029.92 Baskets.
 - 029.93 Seeds.
 - 029.94 Pumps.
 - 029.95 Pulleys.
 - 029.96 Chemicals and drugs.
 - 029.961 Acids.
 - 029.962 Disinfectants.
 - 029.963 Laboratory supplies.
 - 029.97 Fire extinguishers.
 - 029.99 Miscellaneous.

RAILROAD CORRESPONDENCE FILE

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| | | 030 |
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| | | 100 |
| | | 120 |
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| 030 | Insurance. | |
| 030.1 | Fire protection. | 210 |
| 030.2 | Inspection by Insurance Department. | 220 |
| 030.3 | Rates. | 300 |
| 030.4 | Insurance schedule. | 310 |
| 033 | Insurance, Roadway and Structures. | 320 |
| | | 330 |
| 034 | Insurance, Equipment. | 340 |
| 034.1 | Insurance, Locomotives and cars. | 350 |
| 034.2 | Insurance, Marine. | |
| | | 370 |
| 035 | Insurance, Freight stored and in transit. | 400 |
| 035.1 | Insurance, Freight in warehouses. | 410 |
| 035.2 | Insurance, Freight in cars. | 420 |
| 038 | Relations with Insurance Companies. | 430 |
| 038.1 | Board of Fire Underwriters. | 500 |
| 038.2 | Salvage Corps. | 510 |
| | | 520 |
| 039 | Losses by fire. | 530 |
| | NOTE.—Papers relating to losses by fire should be filed geographically, using box for each Division or System and file wrapper for each town or city. | 540 |
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RAILROAD CORRESPONDENCE FILE

070 Relations with Federal, State and Municipal Governments.

070.1 Government control of Railways.

070.2 Interstate Commerce Commission.

070.21 Jurisdiction.

070.22 Reports.

070.3 Court Calendars.

070.4 Witnesses.

070.41 Witness fees.

070.5 Juries.

070.6 Summonses.

070.7 Injunctions.

071 Laws—Federal and State.

071.1 Enforcement of.

071.11 Police service.

072 Ordinances—City.

(Correspondence regarding ordinances in any particular town or city should be filed in Section 9.)

073 Taxes and Assessments.

073.1 State Boards of Equalization.

073.2 Appraisement of Property for Taxation.

(File geographically.)

074 Patents and Copyrights.

075 Claims and Complaints—Miscellaneous.

RAILROAD CORRESPONDENCE FILE

080 Relations with other Transportation Companies.

080.1 Competition of.

- 081 Steam Railroads (other Lines).
- 082 Car Ferries and Steamboat Lines.
- 083 Traction, Trolley and Street Railways.

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RAILROAD CORRESPONDENCE FILE

100 **Executive Department.**

110 Constitution and By-Laws.

120 Charter and Letters-patent.

RAILROAD CORRESPONDENCE FILE

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| | | 100 |
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| | | 220 |
| 100 | Executive Department. | 300 |
| 110 | Constitution and By-Laws. | 310 |
| 110.1 | Jurisdiction, duties, etc., of officers. | 320 |
| 110.1 | Execution of agreements. | 330 |
| 110.2 | Corporate Seal. | 340 |
| 111 | Stockholders. | 350 |
| 111.01 | Meetings. | 370 |
| 112 | Board of Directors. | 400 |
| 112.01 | Meetings. | 410 |
| 112.1 | Executive Committee. | 420 |
| 112.2 | Finance Committee. | 430 |
| 112.9 | Other Committees. | 500 |
| | | 510 |
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RAILROAD CORRESPONDENCE FILE

- 120 Charter and Letters-patent.
- 130 Lines owned.
- 140 Lines controlled.
- 150 Lines operated.

NOTE.—Separate wrapper should be used for each road, and arranged in alphabetical order.

RAILROAD CORRESPONDENCE FILE

200 Finance and Accounts.

- 210 Finance.
- 220 Accounts.

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RAILROAD CORRESPONDENCE FILE

200 Finance and Accounts—General.

- 200.01 Statistics—Treasury and Auditing Departments.
- 200.02 Associations—Treasury and Auditing Departments.
- 200.1 Drafts.
 - 200.101 Manner of drawing.
 - 200.11 Foreign Lines vs. Home Lines.
 - 200.12 Home Lines vs. Foreign Lines.
- 200.2 Receiverships.
- 200.3 Mercantile Agencies.
- 200.4 Annual reports.

210 Finance (Treasury Department.)

211 Capital Stock.

- 211.01 Record of stock transfers.
- 211.02 Stock register.
- 211.03 Listing stock on Stock Exchange.
- 211.04 Retiring.
- 211.1 Common.
- 211.2 Preferred.
- 211.3 Voting Trust Certificates.
- 211.9 Other.
 - 211.91 Subsidiary Companies—Stock of.
 - 211.92 Other Railroads—Stock of.
 - 211.94 Miscellaneous Corporations—Stock of.

212 Bonds and Mortgages.

- 212.01 Record of transfer.
- 212.02 Bond register.
- 212.03 Listing on Stock Exchanges.
- 212.04 Retiring.
- 212.05 Redemption.
- 212.06 Interest.
- 212.1 Mortgages and Mortgage Bonds.
 - 212.11 Prior Lien.
 - 212.12 First mortgage.
 - 212.13 Second mortgage.
 - 212.14 Third mortgage.

RAILROAD CORRESPONDENCE FILE

| | | |
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| 212.2 | Collateral Bonds. | |
| 212.3 | Debenture Bonds. | |
| 212.4 | Equipment Bonds. | |
| 212.5 | Income Bonds. | |
| 212.8 | Indemnity and Surety Bonds. | |
| 212.81 | Indemnity Bonds given by Company. | |
| 212.811 | Bonds filed with U. S. covering bonded freight. | 210 |
| 212.812 | Bonds filed in condemnation proceedings. | 220 |
| 212.82 | Surety Bonds. | |
| 212.821 | Employes Bonds. | 300 |
| 212.821.1 | Premiums on. | |
| 212.822 | Bonds from Grain Elevators. | 310 |
| 212.9 | Other. | 320 |
| 212.91 | Subsidiary Companies—Bonds of. | 330 |
| 212.92 | Bonds of other R. R. Companies. | 340 |
| 212.93 | Bonds—Federal and Municipal. | 350 |
| 212.94 | Bonds—Miscellaneous Corporations. | 370 |
| 213 | Floating debt. | 400 |
| 214 | Sinking fund. | 410 |
| 215 | Interest-bearing securities. | 420 |
| 216 | Loans. | 430 |
| 217 | Banks and Banking. | 500 |
| 217.01 | List of officers. | 510 |
| 217.1 | Depositories. | 520 |
| 217.2 | Deposits. | 530 |
| 217.201 | Interest on. | 540 |
| 217.21 | Special cash deposits. | 560 |
| 217.3 | Balances. | 570 |
| 217.31 | Signature to statement of balance. | 580 |
| 217.4 | Remittances. | 600 |
| 217.401 | Express rates on. | 10 |
| 217.41 | Agents depositing money. | 620 |
| 217.42 | Failure to make remittances promptly. | 640 |

RAILROAD CORRESPONDENCE FILE

218 **Employes' Accounts, Wages, etc.**

- 218.1 **Personal expenses (Personal expense bills, see 220.122).**
- 218.2 **Board bills.**
- 218.3 **Shortages—Forgeries.**
 - 218.31 **Agents.**
 - 218.32 **Conductors.**
 - 218.39 **Others.**
- 218.4 **Examination of Employes' Accounts.**
 - 218.41 **Agents.**
 - 218.42 **Conductors.**
 - 218.49 **Others.**
- 218.6 **Wages of Employes.**
 - 218.61 **Methods of Paying Employes.**
 - 218.611 **Identification of employes while paying.**
 - 218.62 **Employes assigning wages.**
 - 218.63 **Deductions on Pay Roll.**
 - 218.631 **Deductions account of Insurance.**
 - 218.632 **Deductions account of Uniforms.**
 - 218.633 **Deductions account of Board.**
 - 218.634 **Deductions account of Educational Societies.**
 - 218.635 **Deductions account of Lodge and other Dues.**
 - 218.639 **Other Deductions.**
 - 218.68 **Claims for wages due.**

RAILROAD CORRESPONDENCE FILE

220 Accounts—General.

| | | |
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| 220.01 | Auditing accounts. | |
| 220.011 | Auditing committee. | |
| 220.02 | Accounts—distribution of—rulings. | |
| 220.1 | Bills and Vouchers. | |
| 220.101 | Manner of handling and preparing. | |
| 220.102 | Approval of. | |
| 220.11 | Bills Receivable. | 220 |
| 220.111 | Distribution of credit. | 300 |
| 220.12 | Bills Payable—Vouchers. | |
| 220.120.1 | Lost. | 310 |
| 220.121 | Distribution of charge. | 320 |
| 220.122 | Personal expense bills. | 330 |
| 220.123 | Check rolls. | 340 |
| 220.123.1 | Method of compiling, approval of, etc. | |
| 220.123.2 | Rolls on which to carry employes. | 350 |
| 220.123.3 | Method of computing and keeping time. | |

221 Classifications of Accounts.

| | | |
|----------|---|-----|
| 221.1 | Working Expense Accounts. | 410 |
| * 221.11 | Maintenance of Way and Structures accounts. | 420 |
| * 221.12 | Maintenance of equipment accounts. | |
| * 221.13 | Conducting transportation accounts. | 430 |
| * 221.2 | General Expense Accounts. | 500 |
| * 221.3 | Open Accounts. | 510 |
| * 221.4 | General Ledger Accounts. | 520 |
| 221.5 | Construction Accounts. | |
| 221.7 | Real Estate Accounts. | 530 |

NOTE.—Where desired, correspondence relating to sub-accounts can be separated by enclosing in brackets, the number assigned the same in the Book of Disbursement Accounts issued by the Accounting Department—viz., 221.11 (1 Repairs of Roadway, 212.13 (26 Train Service, etc.

230 Expenses.

| | | |
|-------|---------------|-----|
| 230.1 | Reduction in. | 600 |
|-------|---------------|-----|

231 Expenses of Executive Department.

| | | |
|-------|--------------------------|-----|
| 231.1 | General Office expenses. | 620 |
|-------|--------------------------|-----|

RAILROAD CORRESPONDENCE FILE

- 232 Expenses of Treasury and Auditing Departments.
- 233 Expenses of Maintenance of Way Department.
- 234 Expenses of Maintenance of Equipment Department.
 - 234.1 Locomotive expenses.
 - 234.2 Passenger car expenses.
 - 234.21 Clearing house for passenger car expenses.
 - 234.3 Freight car expenses.
 - 234.31 Freight car repair pool.
- 235 Expenses of Transportation Department.
- 236 Expenses of Traffic Department.

RAILROAD CORRESPONDENCE FILE

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| | | 300 |
| | 300 Roadway and Structures. | 310 |
| 310 | Right of Way. | 320 |
| | | 330 |
| 320 | Crossings. | 340 |
| | | 350 |
| 330 | Roadbed. | 370 |
| | | 400 |
| 340 | Tracks. | 410 |
| | | 420 |
| 350 | Buildings. | 430 |
| | | 500 |
| 360 | | 510 |
| | | 520 |
| 370 | Docks, Wharves, Landings. | 530 |
| | | 540 |
| | | 560 |
| | | 570 |
| | | 580 |
| | | 600 |
| | | 10 |
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| | | 640 |
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RAILROAD CORRESPONDENCE FILE

300 Roadway and Structures.

- 300.01 Maps, Drawings, Plans.
 - 300.011 Uniformity in coloring maps and drawings.
 - 300.012 Property maps.
 - 300.013 Profiles.
 - 300.019 Other maps.
- 300.1 Associations.
 - 300.12 National.
 - 300.121 American Society Civil Engineers.
 - 300.13 Associations formed by Company for benefit of M. W. Employees.
 - 300.131 Association Engineers Maintenance of Way. (Division Engineers.)
- 300.2 Statistics.
- 300.3 Condition of Roadbed and Structures—Programs for renewals, etc.
 - 300.31 Cleaning shops, yards, right of way, etc.
 - 300.32 Painting.
 - 300.321 Painting instructions, standard colors, etc.
 - 300.33 Repairs of shops, etc.
- 301 Fences.
 - 301.01 Specifications for fencing.
 - 301.03 Fence program.
- 302 Signs.
 - 302.1 Mile Posts.
 - 302.9 Other Signs.

RAILROAD CORRESPONDENCE FILE

310 Right of Way.

310.1 Surveys—Re-surveys—Reconnaissance.

311 Purchase and Sale of Right of Way.

311.1 Purchase of Right of Way.

311.11 Incur no obligation when purchasing property.

311.2 Sale of property.

312 Lease of Right of Way.

312.01 Leases and licenses.

312.1 Leases.

312.11 Oil and gas privileges and leases.

312.12 Other leases.

312.2 Licenses.

312.21 Oil, gas, steam, water and other pipe line crossings.

312.22 Telegraph, telephone, electric light and other wire line crossings.

313 Encroachments on Right of Way.

313.1 Fencing property to prevent adverse possession.

313.2 Ejecting encroachers, squatters.

314 Drainage.

314.1 Ditches.

314.2 Embankments, Sodding, Sloping, Planting Trees.

314.23 Trees, planting along right of way.

314.3 Drainage of abutting property.

RAILROAD CORRESPONDENCE FILE

320 Crossings.

321 Protection of Crossings at Grade.

- 321.1 Cattle guards
- 321.2 Crossing bells.
- 321.3 Crossing signs and whistle posts.
- 321.4 Crossing gates and watchmen.
- 321.5 Lighting of.
- 321.6 Interlockings.
 - 321.601 Standards, specifications, etc.
 - 321.602 Condition, inspection, etc.
 - 321.603 Maintenance.
 - 321.607 Standard agreement.
- 321.61 Mechanism.
 - 321.611 Tower.
 - 321.612 Semaphore posts and arms.
 - 321.613 Levers.

322 Abolition of crossings at grade—Overhead and under-grade crossings.

323 Highway crossings.

- 323.1 Standard highway crossing.
- 323.2 Street and sidewalk improvements, paving, etc.
- 323.3 Opening and closing streets across right-of-way.
- 323.4 Private road crossings.
- 323.5 Stopping trains on crossings.
- 323.6 Rights of funerals at crossings.

324 Steam Railroad crossings.

- 324.1 Standard Railroad crossings.

325 Electric and Street Railway crossings.

NOTE.—Correspondence relating to a particular crossing should be filed under Section 9.

RAILROAD CORRESPONDENCE FILE

330 Roadbed.

- 330.1** Standard roadbed.
330.2 Condition of.

331 Roadbed Structures.

- 331.01** Specifications.
331.02 Clearance dimensions.
331.03 Renewal and sale of.
331.04 Inspection and preservation.
331.05 Protection.
331.06 Masonry.

- 331.061** Specifications.
331.062 Inspection.
331.063 Maintenance.
331.064 Design.

331.1 Bridges.

- 331.101** Amount and length of bridging on American roads.
331.102 Bridges—Numbering.

- 331.11** Specifications.

- 331.12** Inspection.

- 331.121** Mill inspection.
331.122 Shop inspection.
331.123 Field inspection.

- 331.13** Bridge program, renewals, repairs, etc.

- 331.131** Bids.
331.132 Contracts.

- 331.14** Design.

- 331.140.1** Guard Rails.

- 331.141** Stresses.
331.142 Loading capacity.
331.143 Length of span.
331.144 Movable bridges—Draw, rolling, etc.
331.145 Overhead and subgrade.

- 331.15** Erection and removal.

- 331.16** Shipment and delivery.

331.2 Culverts.

- 331.21** Pipe Culverts.
331.22 Brick Culverts.
331.23 Stone Culverts.
331.29 Other Culverts.

RAILROAD CORRESPONDENCE FILE

331.3 Tunnels.

- 331.31 Cross-section.**
- 331.3II Enlarging.**
- 331.32 Inspection.**
- 331.33 Repairing.**
- 331.34 Lining.**
- 331.35 Centers and falsework.**
- 331.36 Ventilation.**

332 Ballast.

- 332.01 Specifications.**
- 332.02 Ballast, where to purchase, cost of, etc.**
- 332.03 Removal of dust, weeds, etc. use of oil.**
- 332.04 Ballast program.**
- 332.1 Crushed stone ballast.**
- 332.2 Gravel ballast.**
- 332.3 Furnace cinders, slag, etc.—Use as ballast.**

RAILROAD CORRESPONDENCE FILE

340 Tracks.

- 340.1 Track Specifications.
- 340.2 Track Labor.
- 340.3 Renewal and maintenance.
- 340.35 Line and surface.
- 340.4 Track Inspection.
 - 340.401 Prizes for best section of track.
 - 340.41 Track inspection by President.
 - 340.42 Track inspection by General Manager.
 - 340.49 Other track inspections.
- 340.5 Longitudinal Section.
 - 340.51 Gradients.
 - 340.52 Curves—alignment.
- 340.6 Cross Section.
 - 340.61 Gage.
 - 340.611 Gage on curves.
- 340.7 Track elevation.

341 Ties.

- 341.01 Specifications, dimensions, etc.
- 341.02 Inspection.
- 341.03 Program for renewals.
- 341.04 Life of ties.
 - 341.041 Tie plates.
 - 341.042 Preservation of ties.
 - 341.043 Marking ties.
- 341.05 Laying—number per rail, etc.
- 341.1 Bridge ties.
- 341.2 Switch Ties.

342 Rails and their Fastenings.

- 342.01 Rail specifications:
 - 342.011 Section of rails, weight.
 - 342.012 Rail lengths.
 - 342.013 Rail tests.
- 342.02 Inspection.
- 342.03 Program for renewals, etc.

RAILROAD CORRESPONDENCE FILE

- 342.1 Wear and Breakage of Rails.
 - 342.11 Broken rails.
 - 342.12 Life of Rails.
 - 342.121 Rails—re-sawing.
 - 342.122 Rails—re-rolling.
 - 342.123 Lubricating Rail on curves.
- 342.2 Laying Rails.
 - 342.21 Practice, rules for and cost of laying rails.
 - 342.22 Rails, spacing at joints.
- 342.4 Rail Fastenings.
 - 342.41 Rail Joints.
 - 342.411 Joints, effect on cost of maintenance of track.
 - 342.42 Bolts, nuts and nut-locks.
 - 342.43 Rail braces.
 - 342.44 Creeping of track, anchoring.
 - 342.45 Track spikes.
- 342.5 Frogs and Switches.
 - 342.501 Specifications.
 - 342.51 Frogs.
 - 342.511 Wear of frogs.
 - 342.512 Blocking and filling frogs.
 - 342.52 Switches.
 - 342.521 Switch stands.
 - 342.522 Switch locks, keys, etc.
 - 342.523 Derails and derail switches.
- 345 Obstructions to Tracks.
 - 345.1 Landslides and washouts.
 - 345.2 Snow and ice.
 - 345.3 Emergency force.
- 346 Main and passing tracks. (See also location Nos.)
- 347 Yards.
 - 347.001 Plans for yards.
 - 347.01 Appliances for stopping cars.
 - 347.011 Bumping posts.
 - 347.012 Sand track to check cars in yards.
 - 347.013 Track skates for stopping cars.
 - 347.02 Turntables, installing and taking out.

RAILROAD CORRESPONDENCE FILE

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|-------|---|
| 347.2 | Gravity yards. |
| 347.9 | Other yards. |
| 348 | Branch Lines. |
| 349 | Private Sidings—Agreements, Division of Cost, etc. |
| 349.1 | Sidings to Mines, Policy regarding construction and main- tenance. |

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RAILROAD CORRESPONDENCE FILE

350 Buildings.

- 350.01 Specifications and plans of buildings.
- 350.02 Inspection.
- 350.1 Repairs to buildings.
- 350.2 Painting buildings.
- 350.3 Heating and ventilation of buildings.
- 350.4 Lighting of Buildings.
 - 350.41 Oil lights.
 - 350.42 Gas lights.
 - 350.43 Electric lights.

351 Station Buildings and Arrangements.

- 351.01 Station layout—standard.
- 351.02 Station platforms and sheds.
- 351.03 Ornamentation of station grounds.
 - 351.031 Greenhouses.
- 351.04 Station signs.
- 351.1 Freight House Arrangements.
 - 351.11 Stock pens and chutes.
 - 351.12 Scales and Loading gages.
 - 351.120.1 Scale program.
 - 351.120.2 Testing.
 - 351.120.3 Repairing.
 - 351.120.4 Renewal.
 - 351.120.5 Re-locating.
 - 351.121 Loading gages.
 - 351.122 Track scales.
 - 351.123 Platform scales.
 - 351.124 Scales for cars.
- 351.2 Passenger Station Arrangements.
 - 351.21 Mail cranes.

352 Engine Houses and Shops.

- 352.01 Maintenance of engine houses and shops.
- 352.1 Industrial or Shop Railways.
- 352.2 Ash pits.

RAILROAD CORRESPONDENCE FILE

353

Fuel and Water Stations.

- 353.1 Fuel Stations.
 - 353.11 Machinery for fuel stations.
- 353.2 Water Stations.
 - 353.21 Stand pipes.
 - 353.22 Tanks and Tubs.
 - 353.221 Track tanks.
 - 353.23 Machinery, Pumps, etc.
 - 353.231 Wind pumps for.
 - 353.232 Gas engines for.
 - 353.24 Water-Supply.
 - 353.241 Purification of water, filters, analysis, etc.

354

Offices—Buildings, rooms, etc.

359

Other Buildings.

- 359.1 Dwelling houses.
- 359.2 Power houses.
- 359.3 Signal houses.
 - 359.31 Standard telegraph tower.
- 359.5 Watch houses.
- 359.6 Tool houses.
- 359.7 Closets and outhouses.

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RAILROAD CORRESPONDENCE FILE

370 Docks, Wharves and Landings.

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373 Harbor Improvements.

373.1 Widening and deepening channel.

374 Machinery.

374.1 Coal unloaders.

374.2 Ore unloaders.

RAILROAD CORRESPONDENCE FILE

400 Maintenance of Equipment.

410 Rolling Stock.

420 Floating Equipment.

430 Shops.

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RAILROAD CORRESPONDENCE FILE

400 Equipment—General.

- 400.01 Drawings, plans, blue prints, etc.
- 400.1 Associations.
 - 400.11 American Society Mechanical Engineers.
 - 400.12 American Railway Master Mechanics Association.
 - 400.13 Master Car Builders' Association.
 - 400.14 Car Foreman's Association.
 - 400.19 Minor Associations and Clubs.
- 400.2 Statistics.
 - 400.21 Equipment records and statements.
- 400.3 Tests of equipment.

401 Lubrication.

- 401.01 Failures of lubricants (Hot journals and pins).
 - 401.1 Lubrication of rolling stock (Methods, etc.)
 - 401.2 Lubrication of machinery and tools (Methods, etc.)
 - 401.3 Lubricating Appliances.
 - 401.31 Oil cups.
 - 401.32 Oil cans.
 - 401.33 Lubricators and tallow pipes.
 - 401.34 Tools for packing boxes.
- 401.9 Other (Lubrication miscellaneous).
 - Lubricants. See 029.7.

RAILROAD CORRESPONDENCE FILE

410 Rolling Stock—General.

| | |
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| 410.01 | Lettering, marking and numbering. |
| 410.011 | Lettering, marking and numbering locomotives. |
| 410.012 | Lettering, marking and numbering cars. |
| 410.02 | Inspection of Rolling Stock. |
| 410.021 | Inspection of locomotives. |
| 410.022 | Inspection of cars. |
| 410.022.1 | Joint inspection bureaus. |
| 410.04 | Authorized equipment, program for filling vacancies in, adding to, etc. |
| 410.041 | Locomotive program. |
| 410.042 | Car program. |
| 410.043 | Building. |
| 410.043.1 | Locomotives building. |
| 410.043.2 | Cars building. |
| 410.044 | Condemned and Cut up. |
| 410.044.1 | Locomotives condemned and cut up. |
| 410.044.2 | Cars condemned and cut up. |
| 410.045 | Sale of (including Transfer of Ownership from one Com- pany to another of our own Lines). |
| 410.045.1 | Sale of locomotives |
| 410.045.2 | Sale of cars. |
| 410.05 | Safety appliances. |
| 410.051 | Inspection of. |
| 410.057 | U. S. laws. |
| 410.1 | Draft Appliances. |
| 410.101 | Performance of. |
| 410.11 | Couplers. |
| 410.12 | Draft rigging. |
| 410.13 | Buffers. |
| 410.14 | Safety chains. |
| 410.2 | Brakes. |
| 410.200.1 | Design. |
| 410.200.2 | Performance |
| 410.201 | Brake shoes. |
| 410.202 | Brake levers. |
| 410.203 | Brake beams. |
| 410.21 | Hand brakes. |
| 410.211 | Brake wheels. |
| 410.212 | Brake clubs. |

RAILROAD CORRESPONDENCE FILE

- 410.22 Air brakes.
 - 410.220.1 Car brakes.
 - 410.220.2 Locomotive Brakes.
 - 410.220.21 Driver brakes.
 - 410.220.22 Truck brakes.
 - 410.221 Air pump.
 - 410.222 Air pipes.
 - 410.223 Air reservoirs.
 - 410.224 Engineer brake valve.
 - 410.225 Triple valve.
 - 410.226 Brake cylinders.
- 410.23 Electric.
- 410.29 Other (Brakes, miscellaneous).

- 410.3 Trucks.
 - 410.301 Passenger car trucks.
 - 410.302 Freight car trucks.
- 410.31 Wheels.
 - 410.311 Passenger wheels.
 - 410.312 Freight wheels.
- 410.32 Axles.
 - 410.321 Passenger axles.
 - 410.322 Freight axles.
- 410.33 Journal boxes, dust guards, bearings, wedges, etc.
- 410.34 Truck bolsters.
- 410.35 Truck springs.
- 410.36 Arch bars and channels.
- 410.39 Other (Trucks, miscellaneous).

411 Locomotives.

- 411.001 Locomotive dimensions, designs and weight.
- 411.002 Inspection.
- 411.003 Locomotives, change in construction.
- 411.009 Locomotives of other lines, reports on, etc.
- 411.01 Theory of Locomotive.
 - 411.011 Conditions controlling design.
 - 411.012 Adhesion, ratio of tractive power to weight on drivers.
 - 411.013 Theory of Production of Steam.
 - 411.013.1 Economy in use of steam. Advantages of high pressure.
 - Saving due to early cut off.
 - 411.014 Combustion in fireboxes.
 - 411.015 Theory of draft appliances.
 - 411.016 Internal disturbing forces in locomotives.

RAILROAD CORRESPONDENCE FILE

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| 411.02 | Class of Locomotive. |
| 411.020.1 | Classification register. |
| 411.021 | Passenger locomotives. |
| 411.022 | Freight locomotives. |
| 411.023 | Shifting locomotives. |
| 411.024 | Locomotives for special service. |
| 411.03 | Locomotive failures. |
| 411.031 | Sketches of broken parts. |
| 411.04 | Locomotives, condition of. |
| 411.040.1 | Locomotive condition boards. |
| 411.041 | Locomotives cleaning. |
| 411.042 | Locomotives painting. |
| 411.043 | Locomotives, repairs of. |
| 411.05 | Performance of locomotives. |
| 411.051 | Fuel consumption. |
| 411.052 | Fuel premium system. |
| 411.1 | Locomotive Boiler. |
| 411.101 | Lagging. |
| 411.11 | Locomotive Firebox. |
| 411.111 | Grate and ash-pan. |
| 411.112 | Crown sheet. |
| 411.113 | Side sheet. |
| 411.114 | Flue sheet. |
| 411.115 | Stay-bolts. |
| 411.12 | Locomotive boiler barrel. |
| 411.13 | Locomotive flues. |
| 411.14 | Locomotive Smoke Box, Stack and Draft Appliances. |
| 411.141 | Smoke consumers. |
| 411.15 | Locomotive—Throttle and steam pipes. |
| 411.16 | Dome. |
| 411.161 | Safety valve. |
| 411.2 | Valve Motion. |
| 411.21 | Reverse lever, latch and quadrant. |
| 411.22 | Reach rod. |
| 411.23 | Tumbling shaft. |
| 411.24 | Link and block, link hangers. |
| 411.25 | Rocker arm and box and valve rod. |
| 411.26 | Valves. |
| 411.27 | Eccentrics, eccentric rods and straps. |
| 411.3 | Cylinders. |
| 411.31 | Cylinder castings and heads |
| 411.32 | Steam chest. |
| 411.33 | Guides and guide yoke. |

RAILROAD CORRESPONDENCE FILE

- 411.4 **Running Gear.**
 - 411.41 Locomotive Wheels and Tires.
 - 411.411 Counterbalances.
 - 411.42 Locomotive axles.
 - 411.43 Locomotive trucks.
 - 411.44 Crank, side and main pins.
 - 411.45 Side and main rods.
 - 411.46 Locomotive driving boxes and cellars.
 - 411.47 Cross heads.
 - 411.48 Piston and piston rods.
- 411.5 **Locomotive Frames.**
 - 411.51 Frames, frame keys and bolts.
 - 411.52 Springs and equalizing rigging.
 - 411.53 Shoes and wedges.
 - 411.54 Pedestal caps.
- 411.6 **Appliances and Accessories.**
 - 411.601 Furniture and fixtures.
 - 411.602 Tools.
 - 411.61 Gages: steam, air, steam heat and water.
 - 411.62 Cocks and valves, gage cocks, cylinder cocks, blowoff cocks, blower valves.
 - 411.63 Sander, sanding appliances.
 - 411.64 Injectors, injector pipes, and check valves.
 - 411.65 Lamps, cab, waterglass, gage and headlight.
 - 411.66 Bell and whistle.
 - 411.67 Cabs, running boards, handrails and steps.
 - 411.68 Pilot.
- 411.7 **Locomotive Tender.**
 - 411.701 Classification.
 - 411.702 Capacity.
 - Numbering (see 410.01).
 - Condition, repairs, etc. (see 411.04).
 - 411.71 Locomotive Tender Frames.
 - 411.711 Trucks.
 - 411.72 Tanks.
 - 411.721 Manholes.
 - 411.722 Track water-scoop.
 - 411.723 Tank valves and cocks.
- 411.9 **Other.**

RAILROAD CORRESPONDENCE FILE

412

Passenger Equipment Cars.

- 412.001 Design, dimensions, weight, capacity, etc.
- 412.002 Inspection.
- 412.003 Passenger equipment cars—Change in construction.

412.01 Kind of Car (Passenger).

- 412.011 Coaches.
- 412.012 Sleeping, parlor, observation.
- 412.013 Dining, café, buffet.
- 412.014 Baggage, Mail, Express.
- 412.014.1 Horse express cars.
- 412.015 Combination.
- 412.016 Business and private.
- 412.017 Hunting car.
- 412.019 Other passenger equipment cars.

412.02 Heating and Ventilating Passenger Equipment Cars.

- 412.021 Stoves and hot water heaters.
- 412.022 Steam heat.
- 412.023 Ventilators, fans, etc.

412.03 Lighting Passenger Equipment Cars.

- 412.031 Oil lights.
- 412.032 Gas lights.
- 412.033 Electric lights.

412.04 Condition Passenger Equipment Cars

- 412.041 Cleaning and sanitation.
- 412.042 Painting and varnishing.
- 412.043 Repairs.
- 412.044 Damaged and destroyed.

412.1 Passenger Car Body.

- 412.11 Floors.
- 412.111 Stringers and sills.
- 412.112 Center and striking plates.
- 412.12 Siding.
- 412.121 Panels and battons.
- 412.122 Copper sheathing.
- 412.13 Roofs.
- 412.14 Body bolsters.

412.2 Exterior Fixtures and Fastenings.

- 412.21 Vestibules and hood.
- 412.22 Passenger car platforms, steps and gates.

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RAILROAD CORRESPONDENCE FILE

412.3 Doors and Windows.

- 412.31 Door locks and fasteners.
- 412.32 Blinds and shades.
- 412.33 Sash balances.
- 412.34 Window guards and screens.

412.4 Interior Furniture and Fixtures.

- 412.41 Passenger car seats.
- 412.42 Toilet.
 - 412.421 Closet, hopper, urinals, toilet paper and holders, etc.
 - 412.422 Wash stands, soap, towels, etc.
- 412.43 Carpets and drapery.
- 412.44 Headlining.
- 412.45 Racks.
- 412.46 Water coolers and tanks.
- 412.47 Emergency Tools and Appliances.

412.9 Other (Passenger car miscellaneous).

413 Freight Equipment Cars.

- 413.001 Dimensions, design, weight, capacity, etc.
- 413.002 Inspection.
- 413.003 Freight equipment cars—Change in construction.
- 413.01 Kind of Car (Freight).
 - 413.011 Flat car.
 - 413.012 Gondolas, hopper, side dump.
 - 413.013 Live Stock, Horse Stock, Poultry, etc.
 - 413.013.01 Decking.
 - 413.014 Box, furniture, carriage.
 - 413.015 Refrigerator, Vegetable, Frost-proof Car.
 - 413.015.01 Meat hooks.
 - 413.015.02 Insulation.
 - 413.016 Heater cars.
 - 413.017 Tank cars.
 - 413.018 Cabin and caboose.
 - 413.019 Other.
 - 413.019.1 Gun cars.
 - 413.019.2 Cable cars.
 - 413.019.3 Plate glass cars.
 - 413.019.4 Fly wheel cars.
 - 413.019.5 Coke cars.

RAILROAD CORRESPONDENCE FILE

413.02 Heating and ventilating freight equipment cars.

413.03

413.04 Condition of freight equipment cars.

413.041 Cleaning and sanitation.

413.042 Painting.

413.043 Repairs.

413.043.1 Freight car pool.

413.043.2 "Bad Order" statements.

413.043.3 Rules for repairs.

413.043.4 Defect, home and repair cards.

413.043.5 Cars destroyed.

413.043.6 Damaged.

413.1 Freight Car Body.

413.11 Floor.

413.III Stringers and sills.

413.II2 Center and striking plates.

413.II3 Side bearings.

413.II4 Truss rods.

413.12 Stake pockets and stakes.

413.13 Siding.

413.14 Roof.

413.15 Body bolsters.

413.2 Exterior Fixtures and Appliances.

413.21 Handholds and grab irons.

413.22 Ladders and steps.

413.23 Chains and other appliances for fastening double loads.

413.3 Doors and other Openings.

413.31 Grain doors.

413.32 Door seals and sealing.

413.33 Cleating doors.

413.34 Locks and other fastenings.

413.4 Interior Furnishings.

413.41 Lining.

413.9 Other (Freight cars miscellaneous).

414 Work Cars.

414.001 Dimensions, design, weight, capacity of work cars.

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RAILROAD CORRESPONDENCE FILE

414.01 Kind of Car.

414.011 Test car.

414.011.1 Scale car.

414.011.2 Dynamometer car.

414.011.3 Track indicating cars.

414.011.4 Track inspection cars.

414.012 Supply car.

414.013 Roadway Cars.

414.013.1 Hand, push, velocipede, etc.

414.013.2 Ballast cars.

414.013.3 Grader and dirt spreader.

414.013.4 Steam shovel, pile driver, etc.

414.013.5 M. W. flat cars.

414.014 Hotel cars (cars for telegraph men, signal men, etc.).

414.015 Poling car.

414.018 Emergency cars.

414.018.1 Wrecking derricks.

414.018.2 Wreck tool cars.

414.018.3 Snow plows and flangers.

414.019 Other Work Cars.

414.019.1 Whitewash car.

414.019.2 Grain transfer car.

415 Motor Cars.

416 Electric Locomotives.

RAILROAD CORRESPONDENCE FILE

420 Floating Equipment.

- 420.1 Steamboats and tugboats.
- 420.2 Barges, car floats and canal boats.
- 420.3 Ferries.

RAILROAD CORRESPONDENCE FILE

430 Shops.

- 430.01 Plans.
- 430.02 Classification.
- 430.03 Location.
- 430.09 Foreign shops.
- 430.1 Output of Shops.
- 430.11 Condition of work under way.
- 430.12 Movement of locomotives through engine houses.
- 430.2
- 430.3 Heating and ventilating of.
- 430.4 Lighting of.

431 Machinery and Tools.

- 431.01 Lettering and numbering for tools, etc.
- 431.04 Tool program.
- 431.05 Painting tools.
- 431.1 Metal working.
- 431.2 Wood working.
- 431.3 Casting and Moulding Tools.
- 431.31 Patterns.
- 431.4 Forges and blacksmith furnaces.
- 431.5 Ash-pits.
- 431.6 Drop-pits.
- 431.7 Cranes and hoists.
- 431.9 Other.

432 Boilers and Furnaces.

433 Stationary Engines.

- 433.1 Steam.
- 433.2 Gas.
- 433.3 Oil.
- 433.4 Air, Wind Mills.
- 433.5 Water, Turbines, Hydraulic, Rams.
- 433.6 Gasoline.
- 433.9 Solar.

RAILROAD CORRESPONDENCE FILE

434 Power Plants.

434.01 Plans.

434.02 Location.

434.1 Power transmission.

434.2 Electric Power and Lighting Plants.

434.201 Electric switchboards and switches.

434.202 Armatures.

434.203 Electric wiring, poles, etc.

434.203.1 Insulators.

434.203.2 Lightning arresters.

434.204 Meters.

434.204.1 Voltmeters.

434.204.2 Ammeters.

434.204.3 Wattmeters.

434.205 Storage batteries.

434.206 Electric motors.

434.21 Power generators.

434.211 Generators.

434.212 Boosters.

434.22 Electric lighting.

434.221 Dynamos.

434.222 Electric lamps.

434.224 Electric converters and transformers.

434.3 Pneumatic Plants.

434.31 Air compressors.

434.4 Hydraulic Plants.

439 Other (Maintenance of equipment, miscellaneous).

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500 Transportation and Storage.

- 510 Tracks and Terminals—Working.
- 520 Trains.
- 530 Locomotives—Utilization of.
- 540 Cars—Utilization of.
- 550
- 560 Safety Measures—Signals.
- 570 Telegraph and Telephones.
- 580 Accidents.

RAILROAD CORRESPONDENCE FILE

500 Transportation and Storage—General.

500.1 Statistics.

500.2 Associations.

500.21 International.

500.211 International Railway Congress.

500.22 National.

500.221 American Railway Association.

500.222 Association of Railroad Superintendents.

500.223 Association of Superintendents of Telegraph.

500.224 Train Dispatchers Association.

500.23 Association formed by Company for Advancement of Employees.

500.231 Association of Transportation Officers.

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RAILROAD CORRESPONDENCE FILE

510 Tracks and Terminals—Working.

- 510.4 Lease of.
- 510.5 Joint use of, etc.

511 Tracks—Working.

- 511.1 Operation of single track line, capacity, etc.
- 511.2 Operation of two or more tracks, capacity, etc.

512 Yards—Working.

- 512.01 Rules for operation of.
- 512.1 Condition of.
- 512.2 Cost of handling cars in.
- 512.3 Switching service (For rates, etc., see 620.131).
- 512.4 Lighting yards.

513 Stations—Working.

- 513.01 Station names.
- 513.02 Receipts and expenditures.
- 513.1 Passenger Stations—Working.
 - 513.101 Carriages, omnibus, etc.
 - 513.102 Hotels and restaurants.
 - 513.103 Barber shops.
 - 513.11 Union and large terminal passenger stations.
 - 513.12 Suburban stations.
 - 513.19 Other passenger stations.
- 513.2 Freight Stations—Working.
 - 513.201 Capacity.
 - 513.202 Tonnage system.
 - 513.203 Ballot system.
 - 513.204 Cooperage.
 - 513.205 Labor-saving appliances.
- 513.21 Transfer Stations—working.
 - 513.211 Grain elevators.
- 513.22 Storage Warehouses.
 - 513.221 Cold Storage Plants.
- 513.23 Bonded warehouses.

514 Docks—Working.

- 514.1 Lake ports.
- 514.2 Handling coal and ore—Machinery.

RAILROAD CORRESPONDENCE FILE

520 Trains.

520.01 Train Crews.

- 520.011 Calling trainmen.
- 520.012 Number of men in train crew.
- 520.013 Crewing relatives together.
- 520.014 First in, first out.

520.1 Train earnings, mileage and expenses.

520.2 Weight of trains.

520.3 Running of Trains.

520.301 Standard Time.

- 520.301.1 Clocks.
- 520.301.2 Watches.

520.302 Registering of trains.

520.31 Time Tables, Schedules.

- 520.310.1 Notice of changes in.
- 520.311 Special stops, flag stops, etc.
- 520.312 Speed of Trains, Fast Runs, etc.
- 520.312.1 Speed recorders.

520.32 Dispatching.

- 520.321 Dispatching methods.
- 520.322 Use of telephone in dispatching.
- 520.323 General Orders and General Notices.
- 520.323.1 General order boards.

520.34 Sunday train service.

520.38 Detour service.

- 520.381 Detour charts and books.
- 520.382 Responsibility for accidents while detouring.
- 520.383 Rates for detour service.

521 Passenger Trains.

521.1 Make Up of Passenger Trains.

- 521.11 Position of cars in passenger trains.
- 521.12 Practice of splitting and consolidating passenger trains.

521.2 Movement of Passenger Trains.

- 521.21 Delays and Detentions of passenger trains.
- 521.211 Failure to make schedule time.
- 521.212 Holding for connections.

521.3 Passenger Train Service.

- 521.301 Accessory Service—Sale of Newspapers, Tobacco, Candy, etc.
- 521.301.1 Contract with News Co.

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RAILROAD CORRESPONDENCE FILE

- 521.31 Through Fast Express Train Service.
- 521.311 Limited excess fare train service.
- 521.32 Mail train service.
- 521.33 Accommodation train service.
- 521.34 Suburban train service.
- 521.39 Other train service.

522 Freight Trains.

- 522.1 Make Up of Freight Trains.
- 522.12 Position of cars in freight trains.
- 522.2 Movement of Freight Trains.
- 522.21 Delays and detentions of freight trains.
- 522.211 Complaints, slow time and movement
- 522.3 Freight Train Service.
- 522.31 Fast freight train service.

529 Special Trains.

- 529.01 Charge per mile for use of.
- 529.1 Newspaper trains.
- 529.2 Advertising trains for manufacturers.
- 529.9 Other.

RAILROAD CORRESPONDENCE FILE

530 Locomotives—Utilization of.

- 530.1 Lease of Locomotives.
- 530.11 Rental charge for use of.
- 530.12 Hire of, as between our own and affiliated lines.
- 530.2 Assignment and transfer.

531 Loading of Locomotives.

- 531.1 Tonnage rating.

532 Movement of Locomotives.

- 532.101 Mileage of locomotives.
- 532.1 Economies in Handling Locomotives.
 - 532.11 Length of locomotive runs.
 - 532.12 Double heading.
 - 532.13 Link system of running.
- 532.2 Delays and detentions to locomotives.

RAILROAD CORRESPONDENCE FILE

540 Cars—Utilization of.

540.1 Lease of.

541 Passenger Cars, Operation of.

541.01 Assignment and transfer.

541.1 Supply of Passenger Cars.

541.11 Orders for.

541.111 Coaches.

541.112 Sleeping, parlor, observation.

541.113 Dining, café, buffet.

541.114 Baggage, mail, express, horse express.

541.115 Combination.

541.116 Business and private.

541.117 Hunting.

541.119 Other Passenger cars.

541.2 Movements of Passenger Cars.

541.201 Mileage of passenger equipment cars.

541.21 Special cars of home lines.

541.22 Special cars of foreign lines.

541.23 Private cars.

541.24 Advertising and exhibit cars.

541.25 Fish commission cars.

541.29 Movement of other cars.

541.3 Sleeping, Parlor and Observation Car Line Service.

541.31 Reservation of space.

541.32 Complaints regarding service.

541.321 Porters sleeping.

541.33 Use of as hotels during conventions, etc.

541.4 Dining Car Service.

541.401 Cost of operation.

541.402 Inspection of service.

541.403 Sale of liquors.

541.41 Meals, Dining Cars.

541.411 Bills of fare.

541.412 Hours of serving.

541.413 Price of meals.

541.414 Complaints of passengers.

Supplies—See 027.1

RAILROAD CORRESPONDENCE FILE

542 Freight Cars, Operation of.

- 542.01 Weighing.
 - 542.011 Light weighing.
 - 542.012 Charges for.
- 542.02 Car cards, card holders, method of holding.

542.1 Freight Cars—Supply of.

- 542.11 Orders for and Distribution of Cars.
 - 542.111 Flat cars.
 - 542.112 Gondolas, hopper, side dump, ore.
 - 542.113 Live stock, horse stock, poultry, etc.
 - 542.114 Box, furniture and carriage.
 - 542.115 Refrigerator, vegetable, frost proof car.
 - 542.116 Tank cars.
 - 542.117 Heater cars.
 - 542.118 Cabin and cabooses.
 - 542.119 Other.

542.2 Freight Cars—Movement of.

- 542.201 Mileage of freight cars.
- 542.203 Location statements.
- 542.204 Tracing.
- 542.21 Delays to Cars at Stations and Terminals.
 - 542.211 Reports of.
 - 542.212 Storage of cars.
 - 542.213 Misuse of cars.
- 542.22 Picking up and setting off.
- 542.23 Complaints—slow time.

542.3 Loading and Unloading.

- 542.31 Rules for loading and unloading.
- 542.32 Stopping cars en route for partial loading and unloading.
- 542.33 Loading for cars en route home.
- 542.34 Underloading and overloading.

542.4 Interchange of Freight Cars.

- 542.401 Rules.
 - 542.401.1 Delivery of car—what constitutes.
- 542.402 Relations with water lines (car ferries).
- 542.41 Charge for use of.
 - 542.411 Per diem charge.
 - 542.412 Mileage rate.
 - 542.413 Pay interest or valuation for use of.

RAILROAD CORRESPONDENCE FILE

- 542.414 Car service charges.
- 542.415 Improper returns made by foreign companies.
- 542.42 Returning Cars Home.
- 542.421 Home route cards.
- 542.422 Junction reports.
- 542.48 Individual Cars—Movements of, etc.
 - 542.480.1 Relations with individual car lines.
- 542.481 Fruit and Vegetable Car Lines.
 - 542.481.1 Merchants Fruit Despatch.
 - 542.481.2 Eastman Heater cars.
- 542.482 Live Stock and Refrigerator Car Lines.
 - 542.482.1 Armour Car Lines.
 - 542.482.2 Swift Car Lines.
- 542.483 Coal, Ore and Coke Car Lines.
 - 542.483.1 H. C. Frick Coke Co.
 - 542.483.2 Illinois Steel Co.
 - 542.483.3 J. W. Ellsworth & Co.
- 542.484 Carriage and Furniture Car Lines.
- 542.489 Other Individual Car Lines.

RAILROAD CORRESPONDENCE FILE

560 Safety Measures—Signals.

560.01 Signals in general, forms, colors, sounds.

560.1 Supervision of signals.

560.2 Signal rules.

560.3 Oil—Kind to use in Signals.

560.31 Oil tanks for stations, towers, etc.

561 Station Signals.

561.1 Station Flags.

562 Train Signals.

562.1 Classification Signals.

562.11 Classification flags.

562.12 Classification lamps.

562.2 Intercommunication.

562.21 Signal apparatus for trains.

562.22 Air whistle signals.

562.23 Bell cords.

563 Block Signals—Operation.

563.1 Manual Block Signals.

563.2 Automatic Block Signals—Semaphore Electric.

563.3 Automatic Block Signals—Disc Electric.

563.4 Automatic Block Signals—Semaphore Pneumatic.

563.5 Automatic Block Signals—Semaphore Gas.

564 Interlockings—Operation (Correspondence relative to particular interlockings to be filed by location).

Maintenance—See 359.4.

569 Signals—Other.

569.1 Lanterns.

569.11 Broken globes.

569.2 Car Inspector's Signals.

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RAILROAD CORRESPONDENCE FILE

570 Telegraph and Telephones.

- 570.01 Franks and Passes of Com'l Tel. Companies.
- 570.02 Use of wires for other than R. R. business.
- 570.1 Instructions to operators.
- 570.2 Expenses.
- 570.3 Renewal and Extensions.
 - 570.31 Estimates, diagrams, etc.
 - 570.32 Program.
 - 570.33 Authorities.

571 Construction.

- 571.1 Poles and Fixtures.
 - 571.11 Poles—Telegraph.
 - 571.13 Cross arms.
- 571.2 Line.
 - 571.21 Wire.
 - 571.22 Cable.
 - 571.23 Insulators.
- 571.3 Instruments.
- 571.4 Battery material.

572 Telegraph Service.

- 572.01 Complaints regarding.
- 572.02 Wire reports.
- 572.1 Contracts.
- 572.2 Rates.
 - 572.21 Free service.
- 572.3 Revenue.
 - 572.31 Remittances.
 - 572.311 Error sheets.
 - 572.312 Reports.
- 572.4 Special service (acct. elections, etc.).
- 572.5 Telegraph offices—Opening and closing, etc.

573 Telephone Service.

- 573.01 Complaints regarding.
- 573.1 Contracts.
- 573.2 Rates.
- 573.3 Branch exchanges.

RAILROAD CORRESPONDENCE FILE

580 Accidents.

- 580.1 Charts showing location of.
- 580.2 Causes of.

581 Train Accidents.

(File in geographical and date order. If desired, character of accident can be indicated in following manner: Derailments, 1; Collisions, 2; condition of track, 3; condition of equipment, 4; train orders, 5; other, 9; etc.)

- 581.01 Wrecks, clearing.
- 581.011 Wreck trains, movements of.
- 581.07 Attempts to wreck trains.

582 Personal Injuries.

(File in geographical and date order, keeping card index to individual cases, showing name, place, date, amount of claim, amount of settlement, etc.)

- 582.01 Stretchers.
- 582.02 Medicine cases.
- 582.1 Medical attendance.
- 582.2 Hospitals, relationship with.
- 582.3
- 582.7 Attempts to defraud company.

RAILROAD CORRESPONDENCE FILE

600 Traffic, Rates, etc.

- 610 Passenger Traffic.
- 620 Freight Traffic.
- 630 Baggage, Transportation of, Handling, etc.
- 640 Mail, Transportation of, etc.
- 650 Express, Transportation of, etc.

RAILROAD CORRESPONDENCE FILE

600 Traffic—Rates.

600.1 Statistics.

600.11 Passenger statistics.

600.12 Freight statistics.

600.2 Traffic Associations.

600.201 Trunk line.

600.202 Central traffic.

600.21 Passenger.

600.22 Freight.

601 Tolls and Rates in General—Zone Rates, etc.

601.1 Rates, basis for making, quotations, division of, percentages, commissions, agreements for maintenance.

601.2 Tariffs.

601.201 Methods of issuing.

601.202 Posting.

601.203 Requests made for.

601.204 Requests received for.

601.21 Tariffs—Interstate.

601.211 Filing with Interstate Commerce Commission.

602 Advertising.

602.1 Relations with newspapers and periodicals.

602.2 Contributions, donations, subscriptions.

RAILROAD CORRESPONDENCE FILE

610 Passenger Traffic.

Where desired, any of the Passenger Traffic Files can be sub-divided by affixing to such numbers the following:

- 1 Rates.
- 2 Tickets.
- 3 Passes.

(01 Northeastern or North Atlantic States.—(011 Maine; (012 New Hampshire; (013 Vermont; (014 Massachusetts; (015 Rhode Island; (016 Connecticut; (017 New York; (018 Pennsylvania; (019 New Jersey.

(02 Southeastern or South Atlantic States.—(021 Delaware; (022 Maryland; (023 District of Columbia; (024 West Virginia; (025 Virginia; (026 North Carolina; (027 South Carolina; (028 Georgia; (029 Florida.

(03 South Central or Gulf States.—(031 Alabama; (032 Mississippi; (033 Louisiana; (034 Texas; (036 Indian Territory-Oklahoma; (037 Arkansas; (038 Tennessee; (039 Kentucky.

(04 North Central or Lake States.—(041 Ohio; (042 Indiana; (043 Illinois; (044 Michigan; (045 Wisconsin; (046 Minnesota; (047 Iowa; (048 Missouri.

(05 Western or Mountain States.—(051 Kansas; (052 Nebraska; (053 South Dakota; (054 North Dakota; (056 Montana; (057 Wyoming; (058 Colorado; (059 New Mexico.

(06 Pacific States.—(061 Arizona; (062 Utah; (063 Nevada; (064 California; (065 Oregon; (066 Idaho; (067 Washington; (068 Alaska.

(07 Mexico and Central America.

(08 Canada.

EXAMPLE: The number for the G. A. R. is 612.11; to indicate passenger rates for, affix (1, or 612.11(1; tickets, affix (2, or 612.11(2; etc.

To indicate Illinois Division, affix (043, or 612.11(043, etc.

610.1 Passenger Rates.

610.11 Differentials on passenger business.

610.12 Extra or excess fares on certain passenger trains.

610.13 Sleeping and parlor car rates.

610.14 Special Rates.

610.141 Reduced passenger rates for employes.

610.142 Government rates, passenger.

610.143 Suburban or commutation rates.

610.144 Emigrant rates.

610.145 Clergymen's rates.

610.146 Excursions.

610.146.1 To points on Home Lines.

610.146.2 Home seekers and others to points off Home Lines.

610.147 Rates—Laws regulating.

610.149 Other Reduced Rates.

610.149.1 Reduced rates account charity.

RAILROAD CORRESPONDENCE FILE

| | | |
|-----------|---|---|
| 610.2 | Tickets. | |
| 610.200.1 | | Orders for new supply. |
| 610.200.2 | | Chart of forms. |
| 610.200.3 | | Sale of tickets, instructions regarding. |
| 610.201 | | Free tickets furnished various people. |
| 610.202 | | Scalping tickets. |
| 610.203 | | Forgeries. |
| 610.204 | | Lost and stolen tickets, bulletining, etc. |
| 610.205 | | Redemption of tickets. |
| 610.206 | | Extension time limit of tickets. |
| 610.21 | Reduced Rate Tickets. | |
| 610.211 | | Employes' family tickets. |
| 610.212 | | Mileage books—Interchangeable. |
| 610.213 | | Suburban tickets. |
| 610.214 | | Clergymen's orders. |
| 610.215 | | Excursion. |
| 610.22 | Coupon tickets. | |
| 610.23 | Interline tickets. | |
| 610.24 | Sleeping and parlor car tickets. | |
| 610.29 | Other tickets. | |
| 610.3 | Passes. | |
| 610.300.1 | | Orders for new supply. |
| 610.31 | Instructions regarding passes. | |
| 610.311 | | Passes—Instructions to conductors. |
| 610.312 | | Rules as to manner of making out passes. |
| 610.313 | | Counter-signature of passes. |
| 610.315 | | Passes, restricting, not good on Certain Trains. |
| 610.315.1 | | Passes good on freight trains. |
| 610.32 | Passes, to whom issued. | |
| 610.321 | | Passes, agreements as to issue of exchange passes. |
| 610.322 | | Passes, Issue of to Shippers. |
| 610.322.1 | | Giving passes or furnishing tickets to influence traffic. |
| 610.322.2 | | Live stock drovers transportation. |
| 610.323 | | Government and municipal officials and employes. |
| 610.324 | | Passes for Employes. |
| 610.324.1 | | Annual and term. |
| 610.324.2 | | Trip passes. |
| 610.324.3 | | Passes for ex-employes of Veteran Associations, etc. |
| 610.324.4 | | Rules governing requests. |
| 610.324.5 | | Practice as to issuing to employes and families. |
| 610.325 | | Passes account charity. |
| 610.326 | | Passes account labor organizations. |

RAILROAD CORRESPONDENCE FILE

- 610.327 Honoring identification cards for transportation.
- 610.328 Passes and sub-postal commissions for mail clerks.
- 610.329 Other.
- 610.33 Passes—Misuse of, etc.
 - 610.330.1 Bulletining.
 - 610.331 Alterations on.
 - 610.332 Forgeries.
 - 610.333 Lost and stolen.
- 610.8 Relations with Traveling Public.
 - 610.81 Non-paying passengers seated in Pullman cars when train is crowded.
 - 610.82 Ejecting passengers, rules governing.
 - 610.83 Passengers robbed.
 - 610.84 Gambling on passenger trains.
 - 610.85 Transportation of children without attendants.
 - 610.86 Freight trains carrying passengers, permits to ride on.
 - 610.87 Refund of fares.
 - 610.88 Accident Insurance—Sale of tickets.

611 Federal and State.

- 611.1 Army and Navy.
- 611.2 National Guards (File by states and divide into divisions, brigades, regiments and companies if desired).
- 611.8 Public Institutions.
 - 611.81 Insane asylums and feeble-minded schools.
 - 611.82 Children's Home (Orphans).
 - 611.83 County Infirmaries.
 - 611.84 Penitentiaries.
 - 611.85 Soldiers' Homes.
 - 611.851 National.
 - 611.852 State.
 - 611.89 Other public institutions.

612 Societies.

- 612.1 Army and Navy Societies.
 - 612.11 Grand Army of the Republic.
 - 612.12 Loyal Legion.
 - 612.13 Spanish War Veterans.
 - 612.14 Sons and Daughters of Revolution.
 - 612.19 Other Army and Navy societies.

RAILROAD CORRESPONDENCE FILE

612.2 **Secret Societies.**

612.21 **Masons.**

612.211 Order of Mystic Shrine.

612.212 Knights Templar.

612.213 Scottish Rite Masons.

612.219 Other Masonic societies.

612.22 **Odd Fellows.**

612.23 **Knights of Pythias.**

612.24 **Benevolent Protective Order of Elks.**

612.25 **Royal Arcanum.**

612.26 **Woodmen of America.**

612.27 **Ancient Order United Workmen.**

612.271 Ladies Auxiliary A. O. U. W.

612.29 **Other secret societies.**

612.3 **Religious Societies.**

612.301 Young People's Society of Christian Endeavor.

612.302 Knights of St. Andrew.

612.303 Women's Christian Temperance Union.

612.31 **Catholic.**

612.311 Knights of St. John.

612.312 Catholic Benevolent Legion.

612.313 Catholic Y. M. C. A.

612.32 **Presbyterian.**

612.321 Cumberland Presbyterian.

612.322 United Presbyterian.

612.323 Reformed Presbyterian.

612.324 Congregational.

612.33 **Baptist.**

612.331 Baptist's Young People's Union.

612.34 **Methodist.**

612.341 Epworth League.

612.35 **Jewish.**

612.36 **Campbellite or Christian—Disciples.**

612.37 **Lutheran.**

612.38 **Episcopal.**

612.39 **Other.**

612.391 Unitarian.

612.392 Universalist.

612.393 Adventist.

612.394 Quakers—Friends.

RAILROAD CORRESPONDENCE FILE

- 612.4 College Societies.
 - 612.41 Glee and Mandolin Clubs.
 - 612.5 Educational Societies.
 - 612.51 National Educational Association.
 - 612.52 Teachers' Associations.
 - 612.6 Political Societies.
 - 612.601 National conventions.
 - 612.602 Congressional conventions.
 - 612.603 Judicial conventions.
 - 612.604 State conventions.
 - 612.61 Republican.
 - 612.62 Democratic.
 - 612.63 Prohibition.
 - 612.64 Populist.
 - 612.65 Socialistic or Labor.
 - 612.69 Other.
 - 612.7 Labor Organizations.
 - 612.71 National Federation of Labor.
 - 612.8 Social Clubs.
 - 612.81 National Federation of Women's Clubs.
 - 612.9 Other.
- 613 Shows and Circuses.
- 613.1 Wild West Shows.
 - 613.2 Circuses.
 - 613.9 Other.
- 614 Theatrical.
- 614.01 Theatrical baggage and scenery.
 - 614.1 Opera.
 - 614.2 Dramatic.
 - 614.3 Vaudeville.
 - 614.4 Minstrel.
 - 614.9 Other.
- 615 Sports.
- 615.1 Athletic Associations.
 - 615.2 Aquatic.
 - 615.21 Yacht races.
 - 615.22 Fishing.

RAILROAD CORRESPONDENCE FILE

- 615.3 Hunting.
- 615.4 Base Ball.
 - 615.41 National base ball league.
 - 615.42 American base ball league.
 - 615.43 Western base ball association.
 - 615.49 Minor base ball leagues.
 - 615.491 Amateur baseball leagues.
- 615.5 Foot Ball.
- 615.6 Prize Fights.
- 616 Fairs, Expositions and Assemblies.
 - 616.1 Assemblies.
 - 616.2 Expositions and Centennials.
 - 616.3 Fairs.
 - 616.31 World's Fairs.
 - 616.32 State Fairs.
 - 616.33 County Fairs.
- 617 Health and Pleasure Resorts.
 - 617.1 Health Resorts.
 - 617.2 Pleasure Resorts.
 - 617.21 Seashore resorts.
 - 617.22 Lake resorts.
 - 617.23 Picnics.
- 619 Other.

RAILROAD CORRESPONDENCE FILE

620 Freight Traffic.

Where desired, any of the Freight Traffic Files can be sub-divided by affixing to such number the following:

- 1 Rates.
- 2 Weighing and Inspection.
- 3 Routing and billing.
- 4 Soliciting.
- 8 Claims.

(01 Northeastern or North Atlantic States.—(011 Maine; (012 New Hampshire; (013 Vermont; (014 Massachusetts; (015 Rhode Island; (016 Connecticut; (017 New York; (018 Pennsylvania; (019 New Jersey.

(02 Southeastern or South Atlantic States.—(021 Delaware; (022 Maryland; (023 District of Columbia; (024 West Virginia; (025 Virginia; (026 North Carolina; (027 South Carolina; (028 Georgia; (029 Florida.

(03 South Central or Gulf States.—(031 Alabama; (032 Mississippi; (033 Louisiana; (034 Texas; (036 Indian Territory-Oklahoma; (037 Arkansas; (038 Tennessee; (039 Kentucky.

(04 North Central or Lake States.—(041 Ohio; (042 Indiana; (043 Illinois; (044 Michigan; (045 Wisconsin; (046 Minnesota; (047 Iowa; (048 Missouri.

(05 Western or Mountain States.—(051 Kansas; (052 Nebraska; (053 South Dakota; (054 North Dakota; (056 Montana; (057 Wyoming; (058 Colorado; (059 New Mexico.

(06 Pacific States.—(061 Arizona; (062 Utah; (063 Nevada; (064 California; (065 Oregon; (066 Idaho; (067 Washington; (068 Alaska.

(07 Mexico and Central America.

(08 Canada.

(09 Export.

EXAMPLE: The number for wheat is 621.31; to indicate rates on wheat, affix (1, or 621.31(1; weighing and inspection, affix (2, or 621.31(2.

As commodities from all points of the line have usually a common destination, only such sub-division is desired, as will show destination, viz.: The number for corn is 621.32. To indicate corn for Baltimore or other points in Maryland, affix 022, or 621.32(022. Ordinarily, however, it will be found unnecessary to show the state, as the territory will suffice, i. e., instead of 621.32(022, use 621.32(02, which would indicate papers relative to corn destined to some point in Southeastern or South Atlantic States.

Numbers for several states are given as they may at times be found useful for traffic to points on the home lines.

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| 620.001 | Export freight. |
| 620.01 | Freight Claim Associations. |
| 620.02 | Freight Classifications. |
| 620.03 | Freight charges. |
| 620.031 | Collect on delivery. |
| 620.032 | Commissions. |
| 620.033 | Prepay. |
| 620.04 | Car load. |
| 620.041 | Charge for use of idlers. |
| 620.05 | Less than car load. |

RAILROAD CORRESPONDENCE FILE

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| 620.1 | Freight Rates. |
| 620.101 | Basis for. |
| 620.11 | Local. |
| 620.12 | Joint. |
| 620.121 | Percentages or Divisions. |
| 620.122 | Proportional. |
| 620.123 | Rail and Lake. |
| 620.13 | Export rates. |
| 620.14 | Import rates. |
| 620.15 | Terminal Charges. |
| 620.151 | Switching Rates and Agreements—Payment of. |
| 620.151.1 | Pro-rating. |
| 620.151.2 | Absorbing. |
| 620.151.3 | Refund. |
| 620.152 | Cartage and Drayage. |
| 620.152.1 | Transfer between depots. |
| 620.153 | Lighterers charges. |
| 620.154 | Floating charges. |
| 620.155 | Storage charges. |
| 620.156 | Bridge tolls. |
| 620.157 | Terminal or belt railroad charges. |
| 620.16 | Reduced Freight Rates. |
| 620.161 | Government rates. |
| 620.162 | Company material and supplies. |
| 620.163 | Railroad employes. |
| 620.164 | Charity. |
| 620.165 | Contractor's material. |
| 620.2 | Weighing and Inspection. |
| 620.201 | Board of Trade certificates, receipts, etc. |
| 620.21 | Weights estimated. |
| 620.22 | Weights, minimum car load. |
| 620.23 | Weights shippers. |
| 620.3 | Routing and Billing. |
| 620.301 | Instructions, Methods, etc.—Routing and Billing. |
| 620.301.1 | Arrangements. |
| 620.301.2 | Billing irregularities. |
| 620.301.21 | Loaded cars billed as empty and vice versa. |
| 620.301.3 | Errors, return of misssent freight. |
| 620.301.4 | Billing to prepay stations. |
| 620.301.5 | Through billing. |
| 620.301.6 | Re-billing. |

RAILROAD CORRESPONDENCE FILE

- 620.31 Bills of Lading
- 620.310.1 Issue of bill of lading before freight is delivered.
 - 620.310.2 Order, delivery of freight without surrender of bill of lading.
 - 620.310.3 Fictitious bill of lading.
 - 620.310.4 Protection of bill of lading.
 - 620.310.5 Issuing clear bill of lading.
 - 620.310.6 Changing straight bill of lading to order.
 - 620.310.7 Car numbers on bill of lading.
 - 620.310.8 Abstracts of freight on bill of lading.
 - 620.310.9 Other bills of lading.
 - 620.311 Private bills of lading.
 - 620.312 Export bills of lading.
 - 620.313 Inland bills of lading.
 - 620.314 Fast freight lines—Bills of lading.
 - 620.315 L. C. L. freight.
 - 620.316 Way Bills.
 - 620.316.1 Manifests, duplicate copies of.
 - 620.316.2 Card way bills.
 - 620.316.3 Delays in forwarding way bills.
 - 620.316.4 Showing weights on way bills.
 - 620.316.5 Conductors cards (mem. billing).
 - 620.319 Other bills of lading.
 - 620.32 Changing destination of freight.
 - 620.33 Diversions and loss of shipments.
 - 620.34 Tracers for freight.
 - 620.35 Routing freight.
 - 620.351 Routing via Home Lines.
 - 620.352 Routing via other lines.
 - 620.353 Routing orders of patrons.
 - 620.36 Shippers' marks.
 - 620.4 Soliciting Traffic.
 - 620.41 Industries—locating.
 - 620.42 Relations with patrons.
 - 620.421 Purchases from.
 - 620.422 Shipments received from various firms.
 - 620.8 Freight Claims.
 - 620.81 Carriers risk.
 - 620.82 Overcharge—Refund, etc.
 - 620.83 Refused and unclaimed freight.
 - 620.831 Storage and freight charges on.

RAILROAD CORRESPONDENCE FILE

- 620.84 Over and short—Freight.
- 620.85 Loss and damage—Freight.
 - 620.851 Per cent loss and damage to revenue.
 - 620.852 Pro-rating with other lines.
 - 620.853 Reclamation of freight on loss and damage claims.
 - 620.854 Responsibility for.
 - 620.854.1 Responsibility for stolen freight.
 - 620.854.2 Responsibility for loss and damage in transferring or interchanging.

621 Agriculture.

- 621.001 Crop reports and prospects.
- 621.02 Fertilizers and fertilizing material.
- 621.1 Canned and Bottled Goods.
 - 621.11 Cider, vinegar and pickles.
 - 621.12 Preserves, catsup, etc.
 - 621.13 Food preparations.
 - 621.14 Extracts.
 - 621.19 Other canned and bottled goods.
- 621.2 Groceries.
- 621.3 Grain and Grain Products.
 - 621.300.1 Grain inspection.
 - 621.301 Seeds.
 - 621.302 Hay.
 - 621.303 Straw.
 - 621.303.1 Strawboard.
 - 621.304 Brooms and broom corn.
 - 621.305 Flax, Hemp and Jute.
 - 621.305.1 Cordage.
 - 621.309 Other grain products.
- 621.31 Wheat.
- 621.311 Flour.
- 621.32 Corn.
- 621.33 Oats.
- 621.34 Rye.
- 621.39 Other grains.
- 621.4 Fruits and Vegetables.
 - 621.400.1 Care of in cold weather, attendants with. etc.
 - 621.401 Fruits.
 - 621.401.1 Green.
 - 621.401.2 Dried.
 - 621.402 Nursery products.

RAILROAD CORRESPONDENCE FILE

- 621.41 **Domestic Fruits.**
621.411 Apples.
621.412 Peaches.
621.413 Pears.
621.414 Plums.
621.415 Grapes.
621.419 Other domestic fruits.

- 621.42 **Berries.**
621.421 Strawberries.
621.429 Other berries.

- 621.43 **Tropical Fruit.**
621.431 Bananas.
621.432 Oranges.
621.433 Lemons.
621.439 Other.

- 621.48 **Vegetables.**
621.481 Onions.
621.482 Potatoes.
621.483 Cabbage.
621.489 Other.

- 621.5 **Tropical Products.**
621.51 Tobacco.
621.52 Sugar, molasses and syrup.
621.53 Coffee, tea and cocoa.
621.54 Cotton.
621.541 Cotton factory products.
621.542 Linters.

- 621.6 **Nuts.**

- 621.9 **Other Products of Agriculture.**
621.91 Hops.
621.92 Melons.

622 **Animals and Animal Products.**

- 622.001 Abattoirs.
622.01 **Hides, Skins, Pelts, Furs, etc.**
622.011 **Leather.**
622.011.1 Harness and saddlery.
622.011.2 Belting.
622.011.3 Boots and shoes.
622.011.4 Trunks and satchels.

RAILROAD CORRESPONDENCE FILE

622.012 Feathers.

622.013 Wool.

622.013.1 Yarn.

622.02 Glue and glue stock.

622.03 Soap, candles and soap stock.

622.04 Lard.

622.05 Dairy Products.

622.051 Butter.

622.052 Eggs.

622.053 Cheese.

622.1 Live Stock.

622.101 Attendants with.

622.102 Shrinkage.

622.103 Yardage charges, bedding, watering.

622.11 Horses and mules.

622.12 Cattle.

622.13 Hogs.

622.14 Sheep.

622.19 Other.

622.2 Poultry, game and fish.

622.3 Packing House Products.

622.31 Dressed meats.

623 Mines.

623.01 Coal, ore and coke statistics.

623.1 Coal.

623.11 Anthracite.

623.12 Bituminous.

623.13 Cannel.

623.14 Blacksmith.

623.15 Facings and sea coal.

623.16 Coke.

623.18 Lake cargo and fuel coal.

623.19 Other.

623.2 Ores.

623.201 Spelter.

623.202 Phosphate rock.

623.203 Mineral wool.

623.204 Asbestos and products.

623.21 Iron ore.

RAILROAD CORRESPONDENCE FILE

- 623.22 Copper ore.
- 623.211 Copper ingots and slabs.
- 623.23 Lead.
- 623.231 Lead bars, pigs, etc.
- 623.24 Zinc.
- 623.25 Tin.
- 623.251 Pig bar or slab.
- 623.252 Plate.
- 623.253 Tinware.
- 623.258 Scrap tin.
- 623.26 Aluminum.
- 623.29 Other.
- 623.291 Fluor and feldspar.
- 623.3 Stone, Sand, Clay, etc., and their Products.
 - 623.301 Cement, lime and plaster rock.
 - 623.302 Brick.
 - 623.303 Mantels and grates.
 - 623.304 Slate and roofing material.
 - 623.305 Earthenware, jugware, pottery, stoneware.
 - 623.306 Sewer and drain tile pipe.
 - 623.307 Asphaltum and products.
 - 623.31 Stone.
 - 623.311 Grindstones.
 - 623.32 Sand and gravel.
 - 623.33 Marble and Granite.
 - 623.331 Statuary and monuments.
 - 623.34 Clay.
 - 623.35 Glass and glassware.
- 623.9 Other Mine Products.
 - 623.91 Salt.
 - 623.92 Soda and soda ash.
 - 623.93 Alum.
- 624 Forest.
 - 624.01 Resin.
 - 624.02 Gum and wax.
 - 624.03 Tar and pitch.
 - 624.04 Bark.
 - 624.1 Holly and evergreens.
 - 624.2 Cork.
 - 624.5 Manufactured Articles (Wood).

RAILROAD CORRESPONDENCE FILE

625 Manufactures—Iron and Steel Mills and Furnaces.

- 625.01 Furnace cinders, slag, ashes, etc.
- 625.02 Junk and scrap.

625.1 Foundries and Products.

- 625.11 Furnaces, heaters and radiators.
- 625.12 Boilers and tanks.
- 625.13 Safes, vaults and prison work.
- 625.14 Hardware and stoves.
- 625.15 Pipe, iron, cast or wrought.
- 625.16 Pumps and pump material.
- 625.17 Fountains.

625.2 Machine Shops.

- 625.201 Machinery.
- 625.21 Locomotives for shipment.
- 625.22 Sewing machines.
- 625.23 Guns and gun carriages.
- 625.24 Firearms.
- 625.25 Tools and instruments.
- 625.26 Musical, nautical and surgical tools.

625.3 Iron and Steel Works.

- 625.301 Billets.
- 625.302 Pig iron, cinder and scale.
- 625.303 Ties and bands.
- 625.31 Nails, wire and rods.
- 625.32 Bridges and bridge material.
- 625.33 Rails and fastenings.
- 625.34 Sheet and tin plate bars.
- 625.39 Other steel and iron products.

626 Manufactures—Other Mills and Factories.

626.1 Textile Factories or Mills.

- 626.101 Rags.
- 626.11 Dry goods and notions.
- 626.12 Hats and caps.
- 626.13 Silk.

626.2 Carriage and Car Factories—Vehicles.

- 626.21 Vehicles and parts.
- 626.22 Trucks and wheelbarrows.
- 626.23 Bicycles.
- 626.24 Cars—New for shipment.

RAILROAD CORRESPONDENCE FILE

- 626.3 Electric Manufacture.
 - 626.31 Dynamos and other machinery.
 - 626.39 Other electrical apparatus.
- 626.4 Paper mills and their products.
- 626.5 Military Accoutrements, Ammunition, etc.
 - 626.51 Ammunition, fixed.
 - 626.52 Military accoutrements.
 - 626.53 Shot.
 - 626.54 Fire works.
 - 626.56 Powder and high explosives.

- 626.6 Minor Products.
 - 626.61 Agricultural implements.
 - 626.62 Stationery, ink, etc.
 - 626.63 Sporting goods.
 - 626.64 School supplies.
 - 626.65 Bags, bagging, burlaps.
 - 626.66 Dental goods.
 - 626.67 Dye stuffs.
 - 626.68 Household Goods and Emigrants' Movables.
 - 626.681 Carpets, matting and window shades.
 - 626.682 Mattresses.
 - 626.689 Other household goods.

- 626.9 Other Products.
 - 626.91 Toys.
 - 626.92 Merry-go-rounds.
 - 626.93 Fire proofing.
 - 626.94 Confectionery, cakes, candy, etc.
 - 626.95 Ice.

627 Manufactures—Other.

- 627.1 Oil, Paints, etc.
 - 627.11 Petroleum and other oils.
 - 627.12 Turpentine.
 - 627.13 Paint, Putty and White Lead.
 - 627.14 Naphtha.
 - 627.15 Gasoline.

RAILROAD CORRESPONDENCE FILE

| | |
|---------|--|
| 627.2 | Chemical Works, Breweries, Distilleries. |
| 627.21 | Chemicals and acids. |
| 627.211 | Ammonia and products. |
| 627.212 | Drugs and druggist supplies. |
| 627.22 | Alcoholic Liquors, ale, beer, porter, etc. |
| 627.23 | Mineral waters. |

RAILROAD CORRESPONDENCE FILE

630 Baggage, Transportation of, Handling, etc.

- 630.1 Checking baggage.
- 630.2 Baggage, storage charges.
- 630.3 Baggage Rates.
- 630.31 Excess baggage rate.

632 Baggage service—Complaints, etc.

635 Transportation of other than Personal Baggage.

- 635.1 Dogs, Transportation of in baggage cars.
- 635.2 Bicycles, baby carriages, etc., Transportation of in baggage cars.
- 635.3 Corpses, Transportation of in baggage cars.
- 635.4 Milk, Transportation of in baggage cars.

638 Loss and damage, baggage.

RAILROAD CORRESPONDENCE FILE

640 Mail, U. S. and Company—Transportation of.

640.1 Company mail.

641 Mail, Contract for.

641.1 Mail routes, rates, etc.

641.2 Mail, Compensation for Handling.

641.21 Fines and deductions.

643 Mail service, various points.

644 Mail weighing.

645 Mail, Transportation.

645.1 Transportation of mail on limited trains.

645.2 Mail, thrown from trains, practice.

645.3 Mail, handling in baggage cars.

645.4 Mail detentions.

RAILROAD CORRESPONDENCE FILE

650 Express Goods, Transportation of.

650.1 Contract with Express Company.

650.11 "Pony" Express Service.

650.12 Express Franks.

651 Freight diverted to Express Co.

652 Express service.

653 Express charges, refunds, etc.

900 Local Facilities and Affairs.

As previously stated, the correspondence relating to local matters in any one town almost invariably combines two or more subjects, and No. 9 is used for providing a number for each station on the Lines, the idea being that so far as possible correspondence will be filed according to location. The correspondence in connection with improvements in the passenger station at Cheboygan, for instance, also covers improvements to the freight station, the opening and closing of public streets, removal of the shops, elevation of tracks, additional crossing watchmen, belt line around the town, entrance of other railroads, etc. It is hard to determine just in what way any of these matters will come up in the future and a number could hardly be provided in any other way which would take care of all of them.

Correspondence relating to local matters other than Traffic and Accounts in any town should be filed in this series. Example, Main Tracks and Passing Sidings, Branches, etc., should be filed under general numbers assigned to the respective divisions; and Sidings, Yards, Stations, Ordinances, etc., for any particular town should be filed under the number assigned to it.

While correspondence relating to general policy of Company regarding abolition of grade crossings would be filed under 322, that relating to elevation of tracks at Chicago should be filed under number for Chicago.

The General numbers under Series 9 have been used to provide numbers for each state in the United States, and for foreign countries, for filing correspondence relating to local matters at points off the Home Lines. See page 105. The grand sub-division numbers of this series (i. e., 910, 920, 930, 940, 950, 960, 970, 980, and 990) have been left vacant, it being impossible to include in this volume a number for each station on every road in the United States.

Every Company has assigned numbers to each Division and station on its road, for use in connection with wheel reports of freight con-

RAILROAD CORRESPONDENCE FILE

ductors, ticket reports of passenger conductors, etc. These numbers can readily be used, without conflict with the remainder of the Decimal Classification, by prefixing the figure 9 to such numbers. Example:

If the number assigned Chicago is 416, the file number would be 9416, etc., etc.

Or, if desired, decimal numbers can be used, by using the numbers 910, 920, 930, 940, 950, 960, 970, 980 and 990 for the respective systems, then sub-dividing each into Divisions, i. e., 910 into 911, 912, 913, 914, etc. Each Division can then be sub-divided into sections, and the sections into stations.

For sub-dividing the correspondence relating to any one division or town the following are suggested:

(0 General.

(01 Employes.

(07 Ordinances, etc.

(2 Accounts.

(3 Roadway and Structures.

(31 Right of Way.

(32 Crossings.

(33 Roadbed.

(34 Tracks.

(346 Main and passing tracks.

(347 Yards.

(349 Private sidings (file alphabetically.)

(35 Buildings.

(351 Station buildings.

(352 Engine houses and shops.

(353 Fuel and water stations.

(37 Docks, wharves and landings.

If but half the time now required for the Record of Correspondence be used for properly assorting the papers in the various files—arranging some alphabetically, others geographically, others in date order, etc., the files will be greatly improved.

The following numbers are suggested for such correspondence relating to matters off the line, as it may be desired to file geographically:

RAILROAD CORRESPONDENCE FILE

900 Local Facilities and Affairs—General.

- 900.1 Canada, British America.
- 900.2 Mexico, Central America.
- 900.3 United States and Territories. (General.)
- 900.4 South America.
- ✓ 900.5 Europe.
- 900.6 Asia.
- 900.7 Africa.
- 20 900.9 Other Foreign Countries.

901 North-eastern or North Atlantic, New England.

- 901.1 Maine. (File in alphabetical order, according to name of town.)
- 901.2 New Hampshire.
- 901.3 Vermont.
- 901.4 Massachusetts.
- 901.5 Rhode Island.
- 901.6 Connecticut.
- 901.7 New York.
- 901.8 Pennsylvania.
- 30 901.9 New Jersey.

902 South-eastern or South Atlantic.

- 902.1 Delaware.
- 902.2 Maryland.
- 902.3 District of Columbia.
- 902.4 West Virginia.
- 902.5 Virginia.
- 902.6 North Carolina.
- 902.7 South Carolina.
- 902.8 Georgia.
- 40 902.9 Florida.

903 South Central or Gulf.

- 903.1 Alabama.
- 903.2 Mississippi.
- 903.3 Louisiana.

RAILROAD CORRESPONDENCE FILE

903.4 Texas.
903.5
903.6 Indian Territory. (Oklahoma.)
903.7 Arkansas.
903.8 Tennessee.
903.9 Kentucky.

50 904 North Central or Lake.

904.1 Ohio.
904.2 Indiana.
904.3 Illinois.
904.4 Michigan.
904.5 Wisconsin.
904.6 Minnesota.
904.7 Iowa.
904.8 Missouri.
904.9

60 905 Western or Mountain.

905.1 Kansas.
905.2 Nebraska.
905.3 South Dakota.
905.4 North Dakota.
905.5
905.6 Montana.
905.7 Wyoming.
905.8 Colorado.
905.9 New Mexico.

70 906 Pacific.

906.1 Arizona.
906.2 Utah.
906.3 Nevada.
906.4 California.
906.5 Oregon.
906.6 Idaho.
906.7 Washington.
906.8 Alaska.

ALPHABETICAL LIST OF SUBJECTS,

Giving numbers used in the Railroad Correspondence File.

Subjects in bold-faced type are sub-divided in the preceding Decimal Classification.

| | |
|--|-----------|
| A | |
| Abattoirs. | 622.001 |
| Absence—Leave of. | 012.32 |
| Absorbing terminal charges and switching. | 620.151.2 |
| Accident Insurance. (See Insurance.) | 610.88 |
| Accidents. | 580 |
| and Wrecks—Trains. (See Wrecks.) | 581 |
| Causes of. | 580.2 |
| Charts showing location of. | 580.1 |
| while detouring—Responsibility for. | 520.382 |
| Accounts—Auditing. | 220.01 |
| Auditing committees. | 220.011 |
| Classification of. | 221 |
| Construction. | 221.5 |
| Distribution of, Rulings. | 220.02 |
| Employes, Board bills. | 218.2 |
| Examination of. | 218.4 |
| Examination of Agents. | 218.41 |
| Examination of Conductors. | 218.42 |
| Examination of other employes. | 218.49 |
| Equipment. | 221.6 |
| Finance. | 200 |
| General. | 220 |
| General Expense. | 221.2 |
| General Ledger. | 221.4 |
| Open. | 221.3 |
| Personal expenses (for personal expense bills, see 220.122). | 218.1 |
| Real Estate. | 221.7 |
| Shortages and Forgeries. | 218.3 |
| Shortages and forgeries—Agents. | 218.31 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Accounts—Shortages and Forgeries—Conductors. | 218.32 |
| Shortages and forgeries—Other. | 218.39 |
| Statistics. | 200.01 |
| Wages, etc. | 218 |
| Wages of Employees. (See Employees.) | 218.6 |
| Working Expense. | 221.1 |
| Conducting Transportation. | 221.13 |
| Maintenance of equipment. | 221.12 |
| Maintenance of Way and Structure. | 221.11 |
| Acids, Orders for, Supply, etc. | 029.961 |
| Acids and chemicals—Rates, movement, etc. | 627.21 |
| Addresses. | 005 |
| Advertising. | 602 |
| Advertising and exhibit cars—Movement of. | 541.24 |
| Relations with newspapers and periodicals. | 602.1 |
| trains. | 529.2 |
| Traffic, Contributions, Donations, etc. | 602.2 |
| Adventist societies—Passenger rates, movement, conventions, etc. | 612.392 |
| Agents (Station) Association. | 013.28 |
| Agreements—Execution of. | 110.11 |
| Agreement—Standard interlocking. | 321.607 |
| Agreements—Terminal and switching. | 620.151 |
| Agricultural implements—Rates, movement, etc. | 626.61 |
| Agriculture—Products of, rates, movement, etc. | 621 |
| Other products of, rates, movement, etc. | 621.9 |
| Air brakes. (See brakes.) | 410.22 |
| Air compressors. | 434.31 |
| Air whistles. | 562.22 |
| Alcoholic liquors, Ale, Beer, Porter, etc.—Rates, movement, etc. | 627.22 |
| Ale—Rates, movement, etc. | 627.22 |
| Alignment—Tracks. (General.) | 340.52 |
| Alloys—for Co. use, orders for supply. | 024.5 |
| Alum—Rates, movement, etc. | 623.93 |
| Aluminum—Rates, movement, etc. | 623.26 |
| Amateur baseball leagues—Passenger rates, movement, etc. | 615.491 |
| American Baseball League—Passenger rates, movement, etc. | 615.42 |
| Railway Association. | 500.221 |
| Railway League. | 013.27 |
| Railway Master Mechanics Association. | 400.12 |
| Railway Union. | 013.26 |
| Roads—Amount and length of Bridging. | 331.101 |
| Society Civil Engineers. | 300.121 |
| Society Mechanical Engineers. | 400.11 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Ammeters. | 434.204.2 |
| Ammonia and products—Rates, movement, etc. | 627.211 |
| Ammunition, Fixed—Rates, movement, etc. | 626.51 |
| Analyses, Material and Supplies. | 020.2 |
| Anchoring rails in track. | 342.44 |
| Animals and Animal products—Rates, movement, etc. | 622 |
| Annual reports. | 200.4 |
| Antimony—For Co. use. (See metals—Minor.) | 024.6 |
| Apples—Rates, movement, etc. | 621.411 |
| Appliances—Draft. | 410.1 |
| Safety. | 410.05 |
| Applications. (See Employees.) | |
| Appointment of committees. | 010.4 |
| Appraisalment of Property for taxation. | 073.2 |
| Aquatic—Passenger rates, movement, etc. | 615.2 |
| Arch bars. (See trucks.) | 410.36 |
| Armatures, Electric. | 434.202 |
| Armour Car Lines. | 542.482.1 |
| Army and Navy—Passenger rates, movement, etc. | 611.1 |
| Army and Navy Societies—Passenger rates, movement, conventions, etc. | 612.1 |
| Other—Passenger rates, movement, conventions, etc. | 612.19 |
| Arrangement of Clerical force. | 011.201 |
| Arresters, Lightning. | 434.203.2 |
| Asbestos and products—Rates, movement, etc. | 623.204 |
| Ash pan—Locomotives. | 411.111 |
| Ash Pits. | 352.2 |
| Ash pits—Machinery and tools. | 431.5 |
| Ashes—Rates, etc. | 625.01 |
| Asphaltum and products—Rates, movement, etc. | 623.307 |
| Assemblies—Passenger rates for, etc. | 616.1 |
| Assessments and Taxes. | 073 |
| Assignment of Locomotives. (See Locomotives.) | 530.2 |
| Assignment of passenger cars. (See Passenger cars.) | 541.01 |
| Association Railroad Superintendents. | 500.222 |
| Station Agents. | 013.28 |
| Superintendents of Telegraph. | 500.223 |
| Train Dispatchers. | 500.224 |
| Associations—American Railway Association. | 500.221 |
| American Railway Master Mechanics Association. | 400.12 |
| American Society Civil Engineers. | 300.121 |
| American Society Mechanical Engineers. | 400.11 |
| Car Foremen's Association. | 400.14 |

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Associations—Central Traffic. | 600.202 |
| Freight claim. (See Freight.) | 620.01 |
| Engineers Maintenance of Way. (Division Engineers.) | 300.131 |
| International Railway Congress. | 500.211 |
| (See Labor Organizations.) | |
| Maintenance of Equipment. | 400.1 |
| Maintenance of Way. | 300.1 |
| Maintenance of Way, National. | 300.12 |
| Formed by Company for benefit of M. of W. Employees. | 300.13 |
| Master Car Builders' Association. | 400.13 |
| Miscellaneous. | 001 |
| Traffic. | 600.2 |
| Freight. | 600.22 |
| Passenger. | 600.21 |
| Transportation and Storage. | 500.2 |
| Transportation Officers. | 500.231 |
| Transportation, formed by Co. for advancement of employes. | 500.23 |
| International. | 500.21 |
| National. | 500.22 |
| Treasury and Auditing Departments. | 200.02 |
| Trunk Line. | 600.201 |
| Voluntary Relief. | 011.31 |
| Athletic Associations—Passenger rates, movement, etc. | 615.1 |
| Attempts to defraud Company. | 582.7 |
| Attempts to wreck trains. | 581.07 |
| Auditing Dept. Expenses. | 232 |
| Authorized equipment. | 410.04 |
| Axles. | 410.32 |
| Freight Car. | 410.322 |
| Locomotives. (See Locomotives.) | 411.42 |
| Passenger car. | 410.321 |

B.

| | |
|---|---------|
| Baby carriages—Transportation in Baggage cars. (See Baggage.) | 635.2 |
| Bacteriology. | 008 |
| Baggage and scenery, Theatrical—Transportation of. | 614.01 |
| Bicycles, baby carriages, etc., Transportation of. | 635.2 |
| Car. | 412.014 |
| Checking. | 630.1 |
| Corpses, Transportation of. | 635.3 |
| Dogs, Transportation of. | 635.1 |
| Loss and damage. | 638 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Baggage—Milk, Transportation of. | 635.4 |
| Other than personal—Transportation of. | 635 |
| rates. | 630.3 |
| rates—Excess. | 630.31 |
| service—Complaints, etc. | 632 |
| Storage charges. | 630.2 |
| Transportation of—Handling, etc. | 630 |
| Bags, bagging, burlaps—Rates, movement, etc. | 626.65 |
| Balances. (See Banks.) | 217.3 |
| Ballast. | 332 |
| Car. | 414.013.2 |
| Crushed stone. | 332.1 |
| Forks. | 026.31 |
| Furnace cinder, slag, etc., use as ballast. | 332.3 |
| Gravel. | 332.2 |
| program. | 332.04 |
| Purchase of, cost, etc. | 332.02 |
| Removal of dust, weeds, etc., use of oil. | 332.03 |
| Specifications. | 332.01 |
| unloader. | 026.32 |
| Ballot system for freight stations. | 513.203 |
| Bananas—Rates, movement, etc. | 621.431 |
| Bank balances. | 217.3 |
| Signature to statement of. | 217.31 |
| Banks and Banking. | 217 |
| Deposits. | 217.2 |
| List of officers. | 217.01 |
| Baptist Societies—Passenger rates, movement, conventions, etc. | 612.33 |
| Barber shops. (See Stations, Passenger.) | 513.103 |
| Barges. (See Equipment, floating.) | 420.2 |
| Bark—Rates, movement, etc. | 624.04 |
| Baseball Associations, Passenger rates, movement, etc. | 615.4 |
| Baseball Leagues, Minor—Passenger rates, movement, etc. | 615.49 |
| Basis for Freight Rates. | 620.101 |
| Baskets for Company use—Orders for, supply, etc. | 029.92 |
| Basket racks for Company use—Orders for, supply, etc. | 029.111 |
| Batteries—Electric Storage. | 434.205 |
| Battery Material for telegraph and telephone. | 571.4 |
| Battery Material for Company use—Orders for, supply, etc. | 027.22 |
| Battery material for Company use—Other, Orders for, Supply, etc. | 027.229 |
| Battons for passenger cars. | 412.121 |
| Bearings and wedges. | 410.33 |
| for Company's use. | 024.54 |

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Beer—Rates, movement, etc. | 627.22 |
| Bell cord for Company use—Orders for, supply, etc. | 029.112 |
| Bell cords—Signals. | 562.23 |
| Bells—Crossing. | 321.2 |
| Bells—Locomotive. | 411.66 |
| Belting for Company use—Orders for, supply, etc. | 029.32 |
| Belting, Rates, movement, etc. | 622.011.2 |
| Belt lacing for Company use—Orders for, Supply, etc. | 029.321 |
| Belt Railway charges. (See Terminal charges.) | 620.157 |
| Beneficiary Institutions for railroad employes. | 011.3 |
| Berries—Rates, movement, etc. | 621.42 |
| Bicycles and baby carriages—Transportation of in baggage cars. | 635.2 |
| Bicycles—Rates, movement, etc.—Freight. | 626.23 |
| Bids on Bridges. | 331.131 |
| Billets—Rates, movement, etc. | 625.301 |
| Billing. (See routing and billing.) | 620.3 |
| Bills and Vouchers. | 220.1 |
| Bills and vouchers—Approval of. | 220.102 |
| Manner of handling and preparing. | 220.101 |
| Bills of fare—Dining cars. | 541.411 |
| Bills of Lading. | 620.31 |
| Bills of Lading—Abstracts of freight on. | 620.310.8 |
| Car numbers on. | 620.310.7 |
| Changing straight B. of L. to order. | 620.310.6 |
| Export. | 620.312 |
| Fast freight lines. | 620.314 |
| Fictitious. | 620.310.3 |
| Inland. | 620.313 |
| Issue of before freight is delivered. | 620.310.1 |
| Issuing clear. | 620.310.5 |
| L. C. L. | 620.315 |
| Order, Delivery of freight without surrender of B. of L. | 620.310.2 |
| Other. | 620.319 |
| Private. | 620.311 |
| Protection of. | 620.310.4 |
| Way-bills. (See Way-bills.) | 620.316 |
| Bills payable—Distribution of charge. | 220.121 |
| Lost. | 220.120.1 |
| Personal expense bills. | 220.122 |
| Bills payable—Vouchers. | 220.12 |
| Bills receivable. | 220.11 |
| Bills receivable—Distribution of credit. | 220.111 |
| Binding books. | 025.213 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Bits for Company use—Orders for, supply, etc. | 026.55 |
| Bits for Company use, Auger—Orders for, supply, etc. | 026.551 |
| Machine—Orders for, supply, etc. | 026.552 |
| Blank Forms and Blank Books for Company use—Orders for, supply, etc. | 025.21 |
| Binding books. | 025.213 |
| Numbering of. | 025.212 |
| Printing of. | 025.211 |
| Blinds for passenger cars. | 412.32 |
| Block signals. | 563 |
| Blocking for frogs. | 342.512 |
| Blue prints—M. of E. | 400.01 |
| Blue vitriol for Company use—Orders for, supply, etc. | 027.221 |
| Board—Deductions on pay rolls. | 218.633 |
| Board of Directors. | 112 |
| Board of Fire Underwriters. | 038.1 |
| Board of Trade certificates—Receipts for freight. | 620.201 |
| Boat Lines and Car Ferries. | 082 |
| Boilers and furnaces—Stationary. | 432 |
| Boilers and tanks—Rates, movement. | 625.12 |
| Boilers—Locomotives. (See Locomotives.) | 411.1 |
| Boilers for Company use, Stationary—Orders for, supply, etc. | 026.2 |
| Bolsters, Body—For freight cars. | 413.15 |
| For passenger cars. | 412.14 |
| Truck. | 410.34 |
| Bolts, nuts and nut locks for rail joints. | 342.42 |
| Bolts, nuts, rivets, screws, cotters, nails for Co. use—Orders for, etc. | 024.7 |
| Bonded warehouse. (See warehouses.) | 513.23 |
| Bond register. | 212.02 |
| Bonds and Mortgages. | 212 |
| Bonds—Collateral. | 212.2 |
| Condemnation. | 212.812 |
| Debenture. | 212.3 |
| Employees. | 212.821 |
| Premium on. | 212.821.1 |
| Equipment. | 212.4 |
| Federal and Municipal. | 212.93 |
| Filed in condemnation proceedings. | 212.812 |
| Filed with U. S. covering bonded freight. | 212.811 |
| from grain elevators. | 212.822 |
| Income. | 212.5 |
| Indemnity—given by Company. | 212.81 |
| Listing on stock exchanges. | 212.03 |

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Bonds—Miscellaneous Corporations. | 212.94 |
| Mortgage. | 212.1 |
| Prior Lien. | 212.11 |
| First Mortgage. | 212.12 |
| Second Mortgage. | 212.13 |
| Third Mortgage. | 212.14 |
| Other. | 212.9 |
| Other Railroad Companies. | 212.92 |
| Printing. | 025.223 |
| Record of transfer. | 212.01 |
| Redemption. | 212.05 |
| Retiring. | 212.04 |
| Subsidiary companies. | 212.91 |
| Surety and indemnity. | 212.8 |
| Surety. | 212.82 |
| Book cases for Company use—Orders for, supply, etc. | 025.16 |
| Book of Rules. | 011.211 |
| Books and periodicals, newspapers, etc. | 003 |
| Books, Binding. | 025.213 |
| Boosters—Electric. | 434.212 |
| Boots and shoes—Rates, movement, etc. | 622.011.3 |
| Box car. | 413.014 |
| Boxes—Tools for packing. | 401.34 |
| Boycotts. (See employes.) | 013.102 |
| Braces for Company use—Orders for, supply, etc. | 026.56 |
| Brake Beams. | 410.203 |
| Clubs. | 410.212 |
| Levers. | 410.202 |
| Shoes. | 410.201 |
| Wheels. | 410.211 |
| Brakes. | 410.2 |
| Air. | 410.22 |
| air—Car. | 410.220.1 |
| air—Cylinders. | 410.226 |
| air— Engineer's brake valve. | 410.224 |
| Air—Locomotive. | 410.220.2 |
| Air pipes. | 410.222 |
| Air pump. | 410.221 |
| Air reservoir. | 410.223 |
| Air, Triple valve. | 410.225 |
| Design. | 410.200.1 |
| Electric. | 410.23 |
| Hand. | 410.21 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Brakes—Locomotive—Driver. | 410.220.21 |
| Truck. | 410.220.22 |
| Miscellaneous. | 410.29 |
| Performance of. | 410.200.2 |
| Branch lines. | 348 |
| Brass for Company use. | 024.5 |
| Breweries, Distilleries and Chemical Works—Rates, movement, etc. | 627.2 |
| Brick—Rates, movement of, etc. | 623.302 |
| Brick, stone, sand, etc., for Company use, Orders for, supply, etc. | 021.2 |
| Bridge tolls. (See terminal charges.) | 620.156 |
| Bridge program, Renewals, Repairs, etc. | 331.13 |
| Shipment and delivery. | 331.16 |
| Shop Inspection. | 331.122 |
| Stresses. | 331.141 |
| ties. | 341.1 |
| Bridges. | 331.1 |
| Amount and length of on American roads. | 331.101 |
| and bridge material, Rates, movement, etc. | 625.32 |
| Bids for construction of. | 331.131 |
| Contracts. | 331.132 |
| Design. | 331.14 |
| Erection and removal . | 331.15 |
| Field Inspection. | 331.123 |
| guard rails. | 331.140.1 |
| Inspection. | 331.12 |
| Length of span. | 331.143 |
| Loading capacity. | 331.142 |
| Mill Inspection. | 331.121 |
| Movable, Draw, Rolling, etc. | 331.144 |
| Numbering. (See Roadbed structures.) | 331.102 |
| Overhead and sub-grade. | 331.145 |
| Protection of. | 331.07 |
| Paints and painting. | 331.05 |
| Specifications. | 331.11 |
| Bridges, tunnels, etc.—Clearance dimensions. | 331.02 |
| Bronze for Company's Use. | 024.52 |
| Brooms and broom corn—Rates, movement, etc. | 621.304 |
| Brooms for Company use—Orders for, supply, etc. | 029.23 |
| Brotherhood of Locomotive Engineers. | 013.21 |
| Brotherhood of Locomotive Firemen. | 013.22 |
| Brotherhood of Railroad Trainmen. | 013.23 |
| Buffers. | 410.13 |
| Buffet cars. | 412.013 |

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Building—Cars and locomotives. | 410.043 |
| Building material for Co. use—Orders for, supply, etc. | 021 |
| Building material for Co. use—Miscellaneous, Orders for, supply, etc. | 021.9 |
| Buildings. | 350 |
| Electric lights. | 350.43 |
| Gas lights. | 350.42 |
| Heating and ventilation. | 350.3 |
| Inspection. | 350.02 |
| Lighting. | 350.4 |
| Oil lights. | 350.41 |
| Other. | 359 |
| Painting. | 350.2 |
| Repairs to. | 350.1 |
| Specifications and plans. | 350.01 |
| Bulletining lost and stolen tickets. | 610.204 |
| passes. | 610.330.1 |
| Bumping posts. | 347.011 |
| Bunting for Company use—Orders for, supply, etc. | 029.52 |
| Burners, Lamp and lantern for Co. use—Orders for, supply, etc. | 022.241 |
| Business car. | 412.016 |
| Butter—Rates, movement, etc. | 622.051 |
| By-Laws of Company—Constitution, etc. | 110 |

C.

| | |
|---|-----------|
| Cabin and caboose cars. | 413.018 |
| Cabbage—Rates, movement, etc. | 621.483 |
| Cable car. | 413.019.2 |
| Cables. | 024.913 |
| Cable—Telegraph. | 571.22 |
| Cabs—Locomotives. | 411.67 |
| Café cars. | 412.013 |
| Calendars—Court. | 070.3 |
| Calling trainmen. | 520.011 |
| Campbellite—Christian Societies—Pass. rates, movement, conventions, etc. | 612.36 |
| Canal boats. (See equipment, floating.) | 420.2 |
| Candy—Sale of on trains. | 521.301 |
| Canned and bottled goods—Rates, movement, etc. | 621.1 |
| Canned and bottled goods, Other—Rates, movement, etc. | 621.19 |
| Capacity of Bridges. | 331.142 |
| Capacity of freight cars. | 413.001 |
| Capacity of freight stations. | 513.201 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Capacity of passenger cars. | 412.001 |
| Capacity of tenders on locomotives. | 411.702 |
| Capacity of work cars. | 414.001 |
| Capital Stock. | 211 |
| Capital Stock—Common. | 211.1 |
| Preferred. | 211.2 |
| Carbon paper, Orders for, supply, etc. | 025.232 |
| Cards—Defect, home, and repair. | 413.043.4 |
| Cards for cars—Holders, method of handling, etc. | 542.02 |
| Carpets for passenger cars. | 412.43 |
| Carpets, mattings and window shades—Rates, movement, etc. | 626.681 |
| Carpets, matting, oil cloth, etc., for Co. use—Orders for, supply, etc. | 025.51 |
| Carriage and car factory products—Vehicles, Rates, movement, etc. | 626.2 |
| Carriage car. | 413.014 |
| Carriages, omnibus, etc. (See Stations—Passenger.) | 513.101 |
| Carrier's risk. | 620.81 |
| Car and locomotive trimmings, fixtures and fittings for Co. use. | 029.1 |
| Car ferries and boat lines. | 082 |
| Car floats. (See equipment, floating.) | 420.2 |
| Car Foremen's Association. | 400.14 |
| Car inspector's signals. | 569.2 |
| Car lines—Fruit and vegetable. | 542.481 |
| Car program. | 410.042 |
| Car service charges. | 542.414 |
| Car trimmings for Company use—Orders for, supply, etc. | 029.11 |
| Cars—Appliances for stopping in yards. (See Yards.) | 347.01 |
| Arch bars. (See trucks.) | 410.36 |
| Bad order statements. | 413.043.2 |
| Brakes. (See brakes.) | 410.2 |
| Building. | 410.043.2 |
| Condemned and cut up. (See equipment, condemned and cut up.) | 410.014.2 |
| Cost of handling in yards. | 512.2 |
| Couplers. (See draft appliances.) | 410.11 |
| Draft appliances. (See draft appliances.) | — |
| Freight, axles. | 410.322 |
| Freight, Expenses. | 234.3 |
| Freight, Repair Pool. | 234.31 |
| Freight—Body. | 413.1 |
| Body bolsters. | 413.15 |
| Box, furniture, carriage. | 413.014 |
| Cabin and caboose. | 413.018 |
| Cable. | 413.019.2 |

C

D

E

F

G

H

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N

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P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Cars—Freight— Car cards, card holders, method of holding. | 542.02 |
| Center and striking plates. | 413.112 |
| Chains and other appliances for fastening double loads. | 413.23 |
| Change in Construction. | 413.003 |
| Charge for use of. | 542.41 |
| Cleaning and sanitation. | 413.041 |
| Coke. | 413.019.5 |
| Condition of. | 413.04 |
| Damaged. | 413.043.6 |
| Defect, home and repair card. | 413.043.4 |
| Delays to cars at terminals and stations. | 542.21 |
| Delays, reports of. | 542.211 |
| Destroyed. | 413.043.5 |
| Dimensions, design, weight, capacity, etc. | 413.001 |
| Door locks and other fastenings. | 413.34 |
| Doors, cleating. | 413.33 |
| Doors, grain. | 413.31 |
| Doors seals and sealing. | 413.32 |
| Doors and other openings. | 413.3 |
| Equipment. | 413 |
| Exterior fixtures and appliances. | 413.2 |
| Flat. | 413.011 |
| Floor. | 413.11 |
| Fly wheel. | 413.019.4 |
| Gondolas, hopper, side dump, ore. | 413.012 |
| Gun. | 413.019.1 |
| Handholds and grab irons. | 413.21 |
| Heater. | 413.016 |
| Heating and ventilating. | 413.02 |
| Individual—Movements of. | 542.48 |
| Movements of, Armour Car Lines. | 542.482.1 |
| Movements of, Carriage and Furniture Car Lines. | 542.484 |
| Movements of, Coal, Ore and Coke Car Lines. | 542.483 |
| Movements of, Eastman Heater cars. | 542.481.2 |
| Movements of, Fruit and Vegetable Lines. | 542.48 |
| H. C. Frick Coke Co | 542.483.1 |
| Illinois Steel Co. | 542.483.2 |
| J. W. Ellsworth & Co. | 542.483.3 |
| Live Stock and Refrigerator Car Lines. | 542.482 |
| Merchants Fruit Despatch. | 542.481.1 |
| Movements of, Other individual car lines. | 542.489 |
| Swift Refrigerator Car Lines. | 542.482.2 |
| Car Lines—Relations with. | 542.480.1 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Cars—Freight—Inspection of. | 413.002 |
| Interchange of. | 542.4 |
| Interchange—Charge for use of. | 542.41 |
| Car Service Charges. | 542.414 |
| Delivery of car, what constitutes. | 542.401.1 |
| Improper returns made by foreign companies. | 542.415 |
| Interchange rules for. | 542.401 |
| Mileage Rate. | 542.412 |
| Pay interest on valuation. | 542.413 |
| Per diem charge for use of. | 542.411 |
| Relations with water lines. (Car ferries.) | 542.402 |
| Interlocking. | 414.014 |
| Interior Furnishings. | 413.4 |
| Kind of. | 413.01 |
| Ladders and steps | 413.22 |
| Light weighing. | 542.011 |
| Lining. | 413.41 |
| Live stock, decking for. | 413.013.01 |
| Live Stock, Horse Stock, Poultry, etc. | 413.013 |
| Loading and unloading. | 542.3 |
| Loading and unloading, underloading and overloading. | 542.34 |
| Loading and unloading, stopping cars en route for partial loading and unloading. | 542.32 |
| Loading and unloading—Rules for. | 542.31 |
| Loading for cars en route home. | 542.33 |
| Location statements. | 542.203 |
| Mileage of. | 542.201 |
| Mileage Rates. | 542.412 |
| Miscellaneous. | 413.9 |
| Misuse of. | 542.213 |
| Movement of. | 542.2 |
| Movement of, complaints, slow time. | 542.23 |
| picking up and setting up. | 542.22 |
| Operation of. | 542 |
| Orders for and distribution of. | 542.11 |
| Orders for and distribution of, box, furniture and carriage. | 542.114 |
| cabin and cabooses. | 542.118 |
| flat. | 542.111 |
| gondolas, hopper, side dump, ore. | 542.112 |
| Heater. | 542.117 |
| Live stock, horse stock, poultry, etc. | 542.113 |
| Other. | 542.119 |

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|----------------|
| Cars—Freight—Refrigerator, vegetable, frost proof. | 542.115 |
| Tank. | 542.116 |
| Other. | 413.019 |
| Painting. | 413.042 |
| Plate glass. | 413.019.3 |
| Pool. | 413.043.1 |
| Refrigerator, Vegetable, frost proof. | 413.015 |
| Insulation for. | 413.015.02 |
| Meat hooks. | 413.015.01 |
| Repairs. | 413.043 |
| Repairs, Rules for. | 413.043.3 |
| Returning Home. | 542.42 |
| junction reports. | 542.422 |
| Home cards. | 542.421 |
| roof. | 413.14 |
| Rules for loading and unloading. | 542.31 |
| side bearings. | 413.113 |
| siding. | 413.13 |
| stake pockets and stakes. | 413.12 |
| storage of. | 542.212 |
| stringers and sills. | 413.111 |
| Supply of. | 542.1 |
| Tank. | 413.017 |
| Tracing. | 542.204 |
| Truss rods. | 413.114 |
| Weighing. | 542.01 |
| Weighing, charges for. | 542.012 |
| Inspection of. (See inspection.) | 410.022 |
| Insurance. | 034.1 |
| Journal boxes, dust guards, bearings. | 410.33 |
| Lease of. | 540.1 |
| Lettering, marking and numbering. | 410.12 |
| Motor. | 415 |
| New, for shipment, Rates, movement, etc. | 626.24 |
| Passenger—Inspection. | 412.002 |
| Assignment and transfer. | 541.01 |
| axles. | 410.321 |
| Baggage, Mail, Express. | 412.014 |
| Blinds and shades. | 412.32 |
| Body. | 412.1 |
| Body bolsters. | 412.14 |
| Business and private. | 412.016 |
| Carpets and drapery. | 412.43 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Cars—Passenger—Center and striking plates. | 412.112 |
| Change in construction. | 412.003 |
| Cleaning and sanitation. | 412.041 |
| Closet, hopper, urinals, toilet paper and holders, etc. | 412.421 |
| Coaches. | 412.011 |
| Combination. | 412.015 |
| Condition of. | 412.04 |
| Copper sheathing. | 412.122 |
| Damaged and destroyed. | 412.044 |
| Design, dimensions, weight, capacity, etc. | 412.001 |
| Dining café buffet. | 412.013 |
| Dining Car Service. | 541.4 |
| bills of fare. | 541.411 |
| Meals. | 541.41 |
| meals, complaints. | 541.414 |
| meals, hours of serving. | 541.412 |
| meals, price of. | 541.413 |
| Sale of liquors. | 541.403 |
| Supplies for. (See 027.1.) | _____ |
| Door locks and fasteners. | 412.31 |
| Doors and Windows. | 412.3 |
| Emergency Tools and Appliances. | 412.47 |
| Equipment. | 412 |
| Expenses. | 234.2 |
| Clearing House for. | 234.21 |
| Exterior Fixtures and Fastenings. | 412.2 |
| Floors. | 412.11 |
| Headlining. | 412.44 |
| Heating and Ventilating. | 412.02 |
| Horse, express car. | 412.014.1 |
| Hunting. | 412.017 |
| Inspection. | 412.002 |
| Interior Furniture and Fixtures. | 412.4 |
| Kind of. | 412.01 |
| Lighting. | 412.03 |
| electric | 412.033 |
| gas. | 412.032 |
| oil. | 412.031 |
| Mileage. | 541.201 |
| Miscellaneous. | 412.9 |
| Movements of. | 541.2 |
| Movement of, Advertising and exhibit. | 541.24 |
| Fish Commission cars. | 541.25 |

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Cars—Passenger—Movement of, etc.—Other. | 541.29 |
| Private cars. | 541.23 |
| Special cars of foreign lines. | 541.22 |
| Special cars of home lines. | 541.21 |
| Operation of. | 541 |
| Orders for supply. | 541.11 |
| Baggage, Mail, Express, Horse Express. | 541.114 |
| Business and private. | 541.116 |
| Coaches. | 541.111 |
| Combination. | 541.115 |
| Dining, café, buffet. | 541.113 |
| Hunting. | 541.117 |
| Other. | 541.119 |
| Sleeping, parlor, observation. | 541.112 |
| Painting and varnishing. | 414.042 |
| Panels and battons. | 412.121 |
| Platforms, steps, gates. | 412.22 |
| Racks. | 412.45 |
| Repairs of. | 412.043 |
| Roofs. | 412.13 |
| Sash balances. | 412.33 |
| Seats. | 412.41 |
| Siding. | 412.12 |
| Sleeping, parlor, observation. | 412.012 |
| Sleeping, Parlor and Observation car line service. | 541.3 |
| Complaints regarding. | 541.32 |
| Reservation of space. | 541.31 |
| Use of as hotels during conventions, etc. | 541.33 |
| Steam heat. | 412.022 |
| Stoves and hot water heaters. | 412.021 |
| Stringers and sills. | 412.111 |
| Supply of. | 541.1 |
| Toilet. | 412.42 |
| Ventilators, fans, etc. | 412.023 |
| Vestibules and hoods. | 412.21 |
| Wash stand, soap, towels, etc. | 412.422 |
| Water coolers and tanks. | 412.46 |
| Window guards and screens. | 412.34 |
| Position of in freight trains. | 522.12 |
| passenger trains. | 521.11 |
| Sale of. | 410.045.2 |
| Scales for weighing. | 351.124 |
| Truck bolsters. (See bolsters.) | _____ |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Cars—Truck springs. (See springs.) | 410.35 |
| Trucks. (See trucks.) | 410.3 |
| Utilization of. | 540 |
| Wheels. (See wheels.) | 410.31 |
| Work. | 414 |
| Dimensions, design, weight, capacity. | 414.001 |
| Emergency. | 414.018 |
| Grain transfer. | 414.019.2 |
| Hotel cars. | 414.014 |
| Kind of. | 414.01 |
| Poling. | 414.015 |
| Roadway. | 414.013 |
| Roadway, Ballast. | 414.013.2 |
| Grader and dirt spreader. | 414.013.3 |
| Hand, push and velocipede. | 414.013.1 |
| M. W. flat. | 414.013.5 |
| Snow plows and flangers. | 414.018.3 |
| Steam shovel, pile driver, etc. | 414.013.4 |
| Supply. | 414.012 |
| Test cars. | 414.011 |
| Test, Dynamometer car. | 414.011.2 |
| Scale car. | 414.011.1 |
| Track indicating car. | 414.011.3 |
| Track inspection cars. | 414.011.4 |
| Wreck tool cars. | 414.018.2 |
| Wrecking derricks. | 414.018.1 |
| Whitewash. | 414.019.1 |
| Cartage and drayage. (See Terminal charges.) | 620.152 |
| Castings for Company use. (See iron and steel.) | _____ |
| Cast Iron—Orders for, supply, etc. | 024.1 |
| Catalogues—Material. | 020.01 |
| Catholic Societies—Passenger rates, movement, conventions, etc. | 612.31 |
| Cattle guards. (See crossings.) | 321.1 |
| Cattle—Rates, movement, etc. | 622.12 |
| Cellars—Locomotive. | 411.46 |
| Cement for Company use—Orders for, supply, etc. | 021.3 |
| Cement, lime and plaster rock—Rates, movement, etc. | 623.301 |
| Center plates—Freight car. | 413.112 |
| Passenger car. | 412.112 |
| Central Traffic Association. | 600.202 |
| Certificates—Voting Trust. | 211.3 |
| Chain for Company use—Orders for, supply, etc. | 024.92 |
| Chains for double load. | 413.23 |

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Chains—Safety. | 410.14 |
| Chain for Company use—Orders for, supply, etc. | 024.92 |
| Channel—Widening and deepening. | 373.1 |
| Charcoal for Company use—Orders for, supply, etc. (See Fuel.) | 023.032 |
| Charges for use of Idlers. | 620.041 |
| Car Service. | 542.414 |
| Freight. | 620.03 |
| Charges—Refund of express. | 653 |
| Terminal. (See Terminal charges.) | 620.15 |
| Charity—Passes account of. | 610.325 |
| Reduced freight rates account of. | 620.164 |
| Reduced passenger rates account of. | 610.149.1 |
| Chart of forms for tickets. | 610.200.2 |
| Charter and Letters patent. | 120 |
| Charts—Detour. | 520.381 |
| Charts showing location of accidents. | 580.1 |
| Check rolls. | 220.123 |
| Check rolls—Method of compiling, approval of, etc. | 220.123.1 |
| Method of computing and keeping time. | 220.123.3 |
| Rolls on which to carry employees. | 220.123.2 |
| Check valves—Locomotive. | 411.64 |
| Checking baggage. | 630.1 |
| Cheese—Rates, movement, etc. | 622.053 |
| Chemical Works, Breweries, Distilleries—Rates movement, etc. | 627.2 |
| Chemicals and Acids—Rates, movement, etc. | 627.21 |
| Chemicals and Drugs—Orders for, supply, etc. | 029.96 |
| Children, Transportation of without attendants. | 610.85 |
| Childrens Home (Orphans)—Passenger rates, etc. | 611.82 |
| Chimneys, Lamp and Lantern for Company use—Orders for, supply, etc. | 022.243 |
| China and glassware for Company use—Orders for, supply, etc. | 027.131 |
| Cider, vinegar and pickles—Rates, movement, etc. | 621.11 |
| Cinder pits. | 352.2 |
| Cinders (Furnace) Slag, Ashes, etc.—Rates, movement, etc. | 625.01 |
| Circulars and Miscellaneous—Printing. | 025.22 |
| Circuses, Passenger rates, movement, etc. | 613.2 |
| City Ordinances. | 072 |
| Claims—Freight. (See Freight Claims.) | 620.8 |
| Claims—Miscellaneous. | 075 |
| Classification of employees. (See employees.) | 010.2 |
| of accounts. | 221 |
| of materials. (See materials.) | 020.3 |
| of shops. | 430.02 |
| of tenders. | 411.701 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Classification—Register. | 411.020.1 |
| signals. | 562.1 |
| Classifications—Freight. (See freight.) | 620.02 |
| Clay—Rates, movement, etc. | 623.34 |
| Cleaning compounds and appliances for Co. use, Orders for, supply, etc. | 029.2 |
| Cleaning freight cars. | 413.041 |
| Cleaning Locomotives. | 411.041 |
| material for Co. use—Miscellaneous, Orders for, supply, etc. | 029.29 |
| passenger cars. | 412.041 |
| shops, yards, right-of-way, etc. (See Roadway and structures, Condition of.) | 300.31 |
| Clearance cards. (See employes.) | 011.223 |
| Clearance dimensions. | 331.02 |
| Clearing wrecks. | 581.01 |
| Cleating doors. | 413.33 |
| Clergymen's orders. (See tickets.) | 610.214 |
| Clergymen's rates. | 610.145 |
| Clerical force, Arrangement of. | 011.201 |
| Clerks. (See Accounts.) | — |
| Clocks—Standard. | 520.301.1 |
| Closet for passenger cars. | 412.421 |
| Closets and outhouses. | 359.7 |
| Clubs—Brake. | 410.212 |
| Glee and mandolin—Passenger rates, movement, etc. | 612.41 |
| Coaches. | 412.011 |
| Coal—Anthracite—for Company use. | 023.2 |
| Anthracite, Rates, movement, etc. | 623.11 |
| Bituminous—for Company use. | 023.1 |
| Bituminous, Rates, movement, etc. | 623.12 |
| Blacksmith, Rates, movement, etc. | 623.14 |
| Cannel, Rates, movement, etc. | 623.13 |
| Confiscation of for Company use. (See fuel.) | 023.031 |
| Facings and sea—Rates, movement, etc. | 623.15 |
| Coal for Company use—Orders, etc. (See fuel.) | — |
| Coal handling machinery. | 514.2 |
| Coal—Lake cargo and fuel, Rates, movement, etc. | 623.18 |
| ore and coke statistics. | 623.01 |
| Other, Rates, movement, etc. | 623.19 |
| Premiums. (See Fuel.) | 411.052 |
| Rates, movement, etc. | 623.1 |
| Unloaders. | 374.1 |
| Coaling stations. (See Stations.) | 353.1 |

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Cocks—Locomotive. | 411.62 |
| Tender. | 411.723 |
| Coffee, tea and cocoa—Rates, movement, etc. | 621.53 |
| Coke car. | 413.019.5 |
| for Company use, Orders for, etc. (See Fuel.) | 023.032 |
| Rates, movement, etc. | 623.16 |
| Coke—Use of as fuel. (See fuel.) | _____ |
| Cold storage plants. (See Warehouses.) | 513.221 |
| Collateral Bonds. | 212.2 |
| College Societies—Passenger rates, movement, etc. | 612.4 |
| Color sense—Examination of employees. | 011.122.1 |
| Combination car. | 412.015 |
| Commissions—Freight. (See Rates, Freight.) | 620.032 |
| Committees—Auditing. (See Accounts—Auditing.) | 220.011 |
| Executive. | 112.1 |
| Finance. | 112.2 |
| Other. | 112.9 |
| Reports, appointments, etc. | 010.4 |
| Commutation rates. | 610.143 |
| Company mail. | 640.1 |
| material and supplies—Reduced freight rates. | 620.162 |
| Compensation for handling mail. | 641.2 |
| Competition of other railroads. | 080.1 |
| Complaints—Baggage service. | 632 |
| Dining car service. | 541.414 |
| Miscellaneous. | 075 |
| Sleeping, Parlor and Observation Line service. | 541.32 |
| Slow time of freight trains. | 522.211 |
| Telegraph service. | 572.01 |
| Telephone service. | 573.01 |
| Condemnation Bonds. | 212.812 |
| Condition board—Locomotives. | 411.040.1 |
| of Freight cars. | 413.04 |
| of Interlocking. | 321.602 |
| of Locomotives. | 411.04 |
| of Passenger cars. | 412.04 |
| of work under way at shops. (See Shops, output of.) | 430.11 |
| Conducting Transportation Accounts. (See Accounts.) | 221.13 |
| Conductors—Order of Railroad Conductors. | 013.24 |
| Confectionery, cakes, etc.—Rates, movement, etc. | 626.94 |
| Confiscation of fuel. | 023.031 |
| Congregational Societies—Passenger rates, movement, conventions, etc. | 612.324 |
| Congressional Conventions. | 612.602 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Consolidating Passenger trains. | 521.12 |
| Constitution and By-Laws of Company. | 110 |
| Construction Accounts. | 221.5 |
| Construction—Telegraph. | 571 |
| Contracts—Express. (See Express.) | 650.1 |
| Bridge. | 331.132 |
| Mail. (See Mail.) | 641 |
| Telegraph service. | 572.1 |
| Telephone. | 573.1 |
| Contractors Material—Rates, etc. | 620.165 |
| Contributions, Donations, Subscriptions. | 602.2 |
| Controlled Lines. | 140 |
| Converters—Electric. | 434.224 |
| Cooperage—Freight Stations. | 513.204 |
| Copper for Company use. (See Metals, Minor.) | 024.6 |
| ingots and slabs—Rates, movement, etc. | 623.211 |
| ore—Rates, movement, etc. | 623.22 |
| Wire for Company use. | 024.912 |
| Copying Presses. | 025.234 |
| Copyrights. | 074 |
| Cordage for Company use. (See Rope and Cordage.) | 029.91 |
| Rates, movement, etc. | 621.305.1 |
| Cork—Rates, movement, etc. | 624.2 |
| Corn—Rates, movement, etc. | 621.32 |
| Corporate Seal. | 110.2 |
| Corpses—Transportation of in baggage cars. (See Baggage.) | 635.3 |
| Correspondence. | 004 |
| Filing. | 004.3 |
| manner of handling. | 004.1 |
| Requests for replies to. | 004.2 |
| Cost of operating Dining cars. | 541.401 |
| Cotters for Company use. (See Bolts, Nuts, etc.) | 024.7 |
| Cotton factory products—Rates, movement, etc. | 621.541 |
| Cotton—Rates, movement, etc. | 621.54 |
| Counterbalance—Locomotives. | 411.411 |
| County Fairs—Passenger rates for, etc. | 616.33 |
| Infirmaries—Passenger rates, etc. | 611.83 |
| Roads—Crossing. (See Crossing.) | |
| Couplers. | 410.11 |
| Coupon tickets. | 610.22 |
| Court Calendars. | 070.3 |
| Coverings for Company use, plumbers. (See Plumbers' coverings.) | 029.83 |
| Cranes. | 431.7 |

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Credentials. (See Employees.) | 011.223 |
| Creeping of track. | 342.44 |
| Crewing relatives together. | 520.013 |
| Crews—train. (See Train crews.) | 520.01 |
| Crop reports and prospects. | 621.001 |
| Cross arms—Telegraph. | 571.13 |
| Cross heads—Locomotive. | 411.47 |
| Cross section of tracks. | 340.6 |
| Cross ties. (See Ties.) | |
| Crossing bells. | 321.2 |
| Crossing gates and watchmen. | 321.4 |
| Crossing signs and Whistle Posts. | 321.3 |
| Crossings. | 320 |
| Cattle guards. | 321.1 |
| Grade—Abolition of, Overhead and undergrade crossings. | 322 |
| Grade—Protection of. | 321 |
| Highway. | 323 |
| Lighting of. | 321.5 |
| Private road. | 323.4 |
| Rights of funerals at. | 323.6 |
| Standard Highway. | 323.1 |
| Standard railroad. | 324.1 |
| Steam railroad. | 324 |
| Stopping trains on. | 323.5 |
| Street and Electric Ry. | 325 |
| Culinary supplies—Orders for, supply, etc. | 027.11 |
| Culverts. | 331.2 |
| Brick. | 331.22 |
| Pipe. | 331.21 |
| Stone. | 331.23 |
| Cumberland Presbyterian Societies—Pass. Rates, movement, conventions. | 612.321 |
| Curtains for Company use. | 029.124 |
| Curves—Elimination of. (General.) | 340.52 |
| Lubricating rails on. | 342.123 |
| Cylinders—Air brake. | 410.226 |
| for Locomotives. (See Locomotives.) | 411.3 |

D.

| | |
|--------------------------------------|-----------|
| Dairy products—Rates, movement, etc. | 622.05 |
| Damaged—Freight cars. | 413.043.6 |
| Passenger cars. | 412.044 |
| Dating Stamps. | 025.243 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Dausacme Material—Orders for, supply, etc. | 025.233 |
| Debenture Bonds. | 212.3 |
| Debt—Floating. | 213 |
| Sinking. | 214 |
| Debts—Failure of employes to pay. | 011.227 |
| Decking for cars. (See Freight cars.) | 413.013.01 |
| Deductions on Pay Rolls. | 218.63 |
| account of Board | 218.633 |
| account of Educational Societies. | 218.634 |
| account of Insurance. | 218.631 |
| account of Lodge and other dues. | 218.635 |
| account of Uniforms. | 218.632 |
| Other. | 218.639 |
| Defect cards. | 413.043.4 |
| Delays to freight cars. | 542.211 |
| to Freight trains. (See Trains, Freight.) | 522.21 |
| to Locomotives. (See Locomotives.) | 532.2 |
| to Mail. (See Mail.) | 645.4 |
| to Passenger trains. (See Trains, Passenger.) | 521.21 |
| Dental goods—Rates, movement, etc. | 626.66 |
| Depositories. | 217.1 |
| Deposits. | 217.2 |
| Interest on. | 217.201 |
| Special, cash. | 217.21 |
| Depreciation in value of Stock material. | 020.22 |
| Derail switches. | 342.523 |
| Design of freight cars. | 413.001 |
| of Locomotives. | 411.001 |
| of Passenger cars. | 412.001 |
| of work cars. | 414.001 |
| Desks for Company use—Orders for, supply of, etc. | 025.11 |
| Destination of freight—Changing. | 620.32 |
| Destroyed freight cars. | 413.043.5 |
| Passenger cars. | 412.044 |
| Detour Charts and books. | 520.381 |
| Rates for. | 520.383 |
| Responsibility for accidents. | 520.382 |
| Service. | 520.38 |
| Differentials on Passenger business. (See Rates, Passenger.) | 610.11 |
| Dimensions of freight cars. | 413.001 |
| of Locomotives. | 411.001 |
| of Passenger cars | 412.001 |
| of work cars. | 414.001 |

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Dining cars. | 412.013 |
| Cost of operating. | 541.401 |
| Operation. (See Cars, Passenger.) | |
| Price of meals. | 541.413 |
| Dining Car Service. | 541.4 |
| Complaints. | 541.414 |
| Inspection. | 541.402 |
| and Restaurant Supplies—Orders for, supply, etc. | 027.1 |
| Other—Orders for, Supply, etc. | 027.19 |
| Directors—Board of. | 112 |
| Meetings. | 112.01 |
| Discipline. | 011.222 |
| Book, or Brown, System. | 011.222.2 |
| Standard, Supervision, etc. | 011.222.1 |
| Discipline—Staff and Discipline record. | 011.22 |
| Dishes for Company use—Orders for, supply, etc. | 027.13 |
| Disinfectants—Orders for, supply, etc. | 029.962 |
| Dispatching. | 520.32 |
| General orders and general notices. | 520.323 |
| General order boards. | 520.323.1 |
| Methods of. | 520.321 |
| Use of telephone in. | 520.322 |
| Distribution of Accounts. (See Accounts.) | 220.02 |
| Ditches. | 314.1 |
| Diversions and loss of freight. | 620.33 |
| Docks, wharves and landings. | 370 |
| Docks, Wharves and Landings—Machinery. | 374 |
| Docks—Working. | 514 |
| Working, coal and ore handling machinery. | 514.2 |
| Working, Lake ports. | 514.1 |
| Dogs—Transportation of in Baggage cars. (See Baggage.) | 635.1 |
| Dome—Locomotive. | 411.16 |
| Donations, Subscriptions, Contributions. | 602.2 |
| Door fittings for Company use—Orders for, supply, etc. | 029.13 |
| locks and fasteners for passenger cars. | 412.31 |
| seals and sealing. | 413.32 |
| Doors—Cleating. | 413.33 |
| Freight car. | 413.3 |
| Grain. | 413.31 |
| Passenger cars. | 412.3 |
| Double heading. (See Locomotives.) | 532.12 |
| Draft appliances. | 410.1 |
| Buffers. | 410.13 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Draft appliances—Couplers. | 410.11 |
| Draft rigging. | 410.12 |
| Performance of. | 410.101 |
| Safety chains. | 410.14 |
| Draft rigging. | 410.12 |
| Drafts. | 200.1 |
| Foreign Lines vs. Home Lines. | 200.11 |
| Home Lines vs. Foreign Lines. | 200.12 |
| Manner of drawing. | 200.101 |
| Drainage. | 314 |
| Drainage of property abutting right-of-way. | 314.3 |
| Dramatic Companies—Passenger rates, movement, etc. | 614.2 |
| Drapery for Passenger cars. | 412.43 |
| Draw Bridges. | 331.144 |
| Drawing material. | 025.241 |
| Drawings. (See Maps.) | 300.01 |
| Drawings, plans, blue prints—M. of E. | 400.01 |
| Dressed meats—Rates, movement, etc. | 622.31 |
| Drills for Company use—Orders for, supply, etc. | 026.5 |
| Pneumatic, Orders for, supply, etc. | 026.54 |
| Track, Orders for, supply, etc. | 026.52 |
| Twist, Orders for, supply, etc. | 026.51 |
| Upright, Orders for, supply, etc. | 026.53 |
| Driver brakes. | 410.220.21 |
| Driving boxes and cellars—Locomotive. | 411.46 |
| Drop pits. (See Machinery and tools.) | 431.6 |
| Drugs and Chemicals. | 029.96 |
| Drugs and Druggist Supplies—Rates, movement, etc. | 627.212 |
| Dry goods and notions—Rates, movement, etc. | 626.11 |
| Dry Goods for Company use—Orders for, supply, etc. | 029.5 |
| Duck for Company use—Orders for, Supply, etc. | 029.51 |
| Duplicating Apparatus and Material for Co. use—Orders for, supply, etc. | 025.23 |
| Dust guards. | 410.33 |
| Dust—Removal of from ballast. | 332.03 |
| Dusters for Company use—Orders for, supply, etc. | 029.24 |
| Duties of Employees. | 011.202 |
| Duties of Officers. | 110.1 |
| Dwelling houses—Plans, specifications, etc. | 359.1 |
| Dye stuffs—Rates, movement, etc. | 626.67 |
| Dynamometer car. | 414.011.2 |
| Dynamos. (See Electric power and lighting plants.) | 434.221 |
| Dynamos and other electrical machinery—Rates, movement, etc. | 626.31 |

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

E.

| | |
|--|-----------|
| Earnings—Train. | 520.1 |
| Earthenware, jugware, pottery, stoneware—Rates, movement, etc. | 623.305 |
| Eccentrics, eccentric rods and straps—Locomotives. | 411.27 |
| Economies in Handling Locomotives. | 532.1 |
| Eggs—Rates, movement, etc. | 622.052 |
| Ejecting passengers. (See passengers.) | 610.82 |
| Electric brakes. | 410.23 |
| Manufacturing, Rates, movement, etc. | 626.3 |
| light line crossings. | 312.22 |
| Lighting. | 434.22 |
| lighting for cars. | 412.033 |
| lights for buildings. | 350.43 |
| Locomotives. | 416 |
| Power and Lighting Plants. | 434.2 |
| Ammeters. | 434.204.2 |
| Armatures. | 434.202 |
| Boosters. | 434.212 |
| Converters and Transformers. | 434.224 |
| Dynamamos. | 434.221 |
| Generators. | 434.211 |
| Insulators. | 434.203.1 |
| Lamps. | 434.222 |
| Lighting. | 434.22 |
| Lightning arresters. | 434.203.2 |
| Meters. | 434.204 |
| Motors. | 434.206 |
| Power Generation. | 434.21 |
| Storage Batteries. | 434.205 |
| Switch boards and Switches. | 434.201 |
| Voltmeters. | 434.204.1 |
| Wattmeters. | 434.204.3 |
| Wiring, Poles, etc. | 434.203 |
| Railway crossings. | 325 |
| Electrical apparatus—Other, Rates, movement, etc. | 626.39 |
| heating apparatus and supplies for Company use, Orders for, supply, etc. | 022.14 |
| Elevators, Grain. (See Stations—Transfer.) | 513.211 |
| Ellsworth & Co.—Car Lines. | 542.483.3 |
| Embankments, sodding, sloping, planting trees. | 314.2 |
| Emergency cars. | 414.018 |
| force—Cars and materials. | 345.3 |
| tools and appliances for passenger cars. | 412.47 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Emigrant passenger rates. | 610.144 |
| Employees. | 010 |
| (See Trains for length of runs, etc.) | _____ |
| Absence, Leave of. | 012.32 |
| accounts. (See Accounts.) | _____ |
| Age requirement for various positions. | 011.121 |
| Appearance of. | 018.2 |
| Appearance of, Uniforms for. | 018.21 |
| Applications, employment, promotion. | 011.1 |
| Arrangement of Clerical force. | 011.201 |
| Board bills. | 218.2 |
| Bonds. (See Bonds.) | 212.821 |
| Book of rules. | 011.21 |
| Boycotts. | 013.102 |
| Calling. | 520.011 |
| Classification of. | 010.2 |
| Clerical force—Arrangement of. | 011.201 |
| Committees, Reports, appointments, etc. | 010.4 |
| Crewing relatives together. | 520.013 |
| Discipline. | 011.222 |
| Discipline record. | 011.22 |
| Duties of. | 011.202 |
| Emergency force. | 345.3 |
| Employment and promotion, appointments, etc. | 011.1 |
| Examination of, on Book of Rules. | 011.211 |
| Expense bills. | 220.122 |
| Failure to pay debts. | 011.227 |
| Family tickets. | 610.211 |
| Fines, punishments, etc. | 011.2 |
| General matters. | 018 |
| Giving congratulatory letters on leaving service. | 011.223 |
| Gratuities for families of employes killed. | 010.3 |
| Grievances. | 013 |
| Hearing—Examination, etc. | 011.122.1 |
| Hours of labor. | 012.3 |
| Holidays—Observance of. | 012.34 |
| Laws regulating | 012.37 |
| Leave of absence—Vacations. | 012.32 |
| Night work. | 012.33 |
| Sundays—Working on. | 012.35 |
| Hygiene. | 018.3 |
| Injunctions. | 013.103 |
| Injured—Employment for. | 011.111 |

E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
Y
Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Employees—Institution for benefit of—Railway Libraries. | 011.35 |
| Railway schools. | 011.34 |
| Railway and Y. M. C. A. Reading Rooms. | 011.33 |
| Institutions founded by Railway Co. for benefit of. | 011.3 |
| Intoxicating Liquors—Use of. | 018.11 |
| Issue of credentials, clearance cards or letters. | 011.223 |
| Issue of Passes to. (See Passes.) | 610.324 |
| Jurisdiction, duties, etc., of Officers. | 110.1 |
| Labor Organizations. (See Labor Organizations.) | 013.2 |
| Laws regulating hours of labor. | 012.37 |
| Letters of introduction. | 010.01 |
| Liquors, Intoxicating—Use of. | 018.11 |
| Meetings of staff. | 010.1 |
| Members of Labor Organizations. (See Labor Organizations.) | 013.201 |
| Minors and women in employ of Company. | 014 |
| Minor's Release. | 014.1 |
| Morals. | 018.1 |
| Morals, Use of intoxicating liquors. | 018.11 |
| Night work. | 012.33 |
| Number of men in train crew. | 520.012 |
| Office and shop regulations, fines, punishments, etc. | 011.2 |
| Orders for wages. | 218.635 |
| Overtime. | 012.31 |
| Pension Fund. | 011.32 |
| Personal expense bills. | 220.122 |
| Physical requirements of. | 011.122 |
| Piece work. | 012.02 |
| Promotion. | 011.1 |
| Record of. | 011.221 |
| Reduced freight rates. | 620.163 |
| Reduced rates for (Passenger). | 610.141 |
| Relations with Officers. | 011 |
| Relatives—Crewing together. | 520.013 |
| Rules governing employment of. | 011.12 |
| Requirements—Sight, Hearing, etc. | 011.122.1 |
| Salaries. | 012.1 |
| Clerks to Officers. | 012.12 |
| Officers. | 012.11 |
| Other monthly men. | 012.13 |
| Shop employes—Wages. | 012.23 |
| Sight—Examination, etc. | 011.122.1 |
| Staff and discipline record. | 011.22 |
| Station labor wages. | 012.21 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Employees—Strikes, as a problem, opinion, etc. | 013.101 |
| Sunday work. | 012.35 |
| Surety Bonds. | 212.821 |
| Train and yard service wages. | 012.25 |
| Trainmen, Calling. | 520.011 |
| Traveling expenses. | 220.122 |
| Uniforms for. | 018.21 |
| Vacations. | 012.32 |
| Vaccination of. | 018.31 |
| Voluntary Relief Association. | 011.31 |
| Wages and Salaries. | 012 |
| Monthly allowances for expenditures. | 012.01 |
| Overtime. | 012.31 |
| Piece work. | 012.02 |
| Wages, Assigning. | 218.62 |
| Claims for. | 218.68 |
| Daily, hourly and trip rates. | 012.2 |
| Identification of while paying. | 218.611 |
| Maintenance of Way Department. | 012.22 |
| Method of paying. | 218.61 |
| Miscellaneous. | 012.29 |
| Orders on Paymaster for Lodge, Y. M. C. A. and other dues. | 218.635 |
| Shop and other M. of E. men. | 012.23 |
| Station labor. | 012.21 |
| Train and yard service. | 012.25 |
| Watches. | 520.301.2 |
| Watchmen for crossings. | 321.4 |
| Wearing lodge badges. (See Labor Organizations.) | 013.202 |
| Women—Employment of. | 014 |
| Employment. (See Employees.) | _____ |
| Encroachments on Right-of-way. (See Right-of-way.) | _____ |
| Enforcement of Laws. | 071.1 |
| Engine Houses and Shops. | 352 |
| Maintenance of. | 352.01 |
| Engines. (See also Locomotives.) | _____ |
| Engines for Company use—Orders for, supply, etc. | 026.1 |
| Hoisting, Orders, Orders for, supply, etc. | 026.12 |
| Other, Orders for, supply, etc. | 026.19 |
| Engines—Stationary. | 433 |
| Air (Wind mills, etc.). | 433.4 |
| Gas. | 433.2 |
| Gasoline. | 433.6 |

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Engines—Oil. | 433.3 |
| Orders for supply. | 026.11 |
| Solar. | 433.9 |
| Steam. | 433.1 |
| Water. (Turbines, Hydraulic Rams, etc.) | 433.5 |
| Equalization, State Board of—Taxes. | 073.1 |
| Equalizing rigging—Locomotive. | 411.52 |
| Equipment. | 400 |
| Accounts. (See Accounts.) | 221.12 |
| Authorized—Program for filling vacancies in, adding to, etc. | 410.04 |
| Building. | 410.043 |
| Condemned and cut up. | 410.044 |
| Floating. | 420 |
| Barges, car floats and canal boats. | 420.2 |
| Steamboats and tugboats. | 420.1 |
| Insurance. | 034 |
| records and statements. (See Statistics.) | 400.21 |
| Sale of (including transfer of ownership from one Company to another of our own lines.) | 410.045 |
| tests. | 400.3 |
| Error sheets—Telegraph service. | 572.311 |
| Evergreens—Rates, movement, etc. | 624.1 |
| Examination of employes. (See Employes.) | <hr/> |
| Excess Baggage—Rates. | 630.31 |
| Excess Fare trains. | 521.311 |
| Excursion rates. (See Rates—Passenger.) | 610.146 |
| Excursion Tickets. | 610.215 |
| Executive Department. | 100 |
| Expenses. | 231 |
| Execution of Agreements. | 110.11 |
| Executive Committee. | 112.1 |
| Exhibit cars—Movement of. | 541.24 |
| Expenditures for labor—Monthly allowances. | 012.01 |
| Expenses. | 230 |
| Executive Department. | 231 |
| Freight Car. | 234.3 |
| Repair Pool. | 234.31 |
| General Office. | 231.1 |
| Locomotive. | 234.1 |
| Maint. of Equipment Dept. | 234 |
| Maint. of Way Dept. | 233 |
| Passenger Car. | 234.2 |
| Passenger Car—Clearing House for. | 234.21 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Expenses—Reduction in. | 230.1 |
| Telegraph and telephone. (See Telegraph.) | 570.2 |
| Traffic Dept. | 236 |
| Train. | 520.1 |
| Transportation Dept. | 235 |
| Treasury and Auditing Depts. | 232 |
| Export Freight. (See Freight.) | 620.001 |
| Rates. | 620.13 |
| Expositions and Centennials—Passenger rates, etc. | 616.2 |
| Express car. | 412.014 |
| Companies—Contract with. | 650.1 |
| Franks. | 650.12 |
| Freight diverted to. | 651 |
| Refunds, etc. | 653 |
| Goods—Transportation of. | 650 |
| Service. | 652 |
| Pony. | 650.11 |
| Extinguishers—Fire—Orders for, etc. | 029.97 |
| Extracts—Rates, movement, etc. | 621.14 |
| F. | |
| Failures—Locomotive. | 411.03 |
| Lubricants. | 401.01 |
| Fairs, Expositions and Assemblies—Passenger rates for, etc. | 616 |
| Fairs—Passenger rates for, etc. | 616.3 |
| Fans for Passenger cars. | 412.023 |
| Fares—Extra on certain trains. (See Rates—Passenger.) | 610.12 |
| Refund of. | 610.87 |
| Fast runs of trains. | 520.312 |
| Feathers—Rates, movement, etc. | 622.012 |
| Federal and State Governments—Pass. rates, movement, conventions, etc. | 611 |
| Feeble Minded Schools. (See Insane Asylums.) | 611.81 |
| Fence program. | 301.03 |
| Fences. | 301 |
| Fencing Specifications. | 301.01 |
| Fertilizers and fertilizing material—Rates, movement, etc. | 621.02 |
| Ferries. | 420.3 |
| Ferry and Boat lines. | 082 |
| Files for Company use—Orders for, supply, etc. | 026.46 |
| Filing cabinets for Company use—Orders for, supply, etc. | 025.15 |
| Filing correspondence. | 004.3 |
| Finance. | 210 |

F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
Y
Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Finance and accounts. | 200 |
| Finance Committee. | 112.2 |
| Fines and deductions—Mail. | 641.21 |
| Fines—Employees. | 011.2 |
| Fire arms—Rates, movement, etc. | 625.24 |
| Firebox—Locomotive. (See Locomotives.) | 411.11 |
| Fire extinguishers. | 029.97 |
| losses. | 039 |
| proofing—Rates, movement, etc. | 626.93 |
| protection. | 030.1 |
| Underwriters—Board of. | 038.1 |
| works—Rates, movement, etc. | 626.54 |
| “First in—First out.” (See Train Crews.) | 520.014 |
| Fish Commission cars—Movement of. | 541.25 |
| Fishing—Passenger rates, etc. | 615.22 |
| Fittings for Company use—Plumbers. (See Plumbers’ fittings.) | 029.82 |
| Flags—Classification. (See Signals.) | 562.11 |
| Station. (See Signals.) | 561.1 |
| Flat car. | 413.011 |
| Flat car for M. W. work. | 414.013.5 |
| Flax, Hemp, Jute—Rates, movement, etc. | 621.305 |
| Floating charges. (See Terminal charges.) | 620.154 |
| Floating equipment. (See Equipment.) | 420 |
| Insurance. | 034.2 |
| Floors—Freight car. | 413.11 |
| Passenger car. | 412.11 |
| Flour—Rates, movement, etc. | 621.311 |
| Flues—Locomotive. | 411.13 |
| Fluor and feldspar—Rates, movement, etc. | 623.291 |
| Fly wheel car. | 413.019.4 |
| Food preparations—Rates, movement, etc. | 621.13 |
| Foot ball—Passenger rates for, etc. | 615.5 |
| Force—Emergency. (See Tracks—Obstructions to.) | 345.3 |
| Forest—Products of, rates, movement etc. | 624 |
| Forgeries—Passes. | 610.332 |
| Tickets. | 610.203 |
| Forges. | 431.4 |
| Forgings for Company use—Orders for, supply, etc. | 024.8 |
| Forms and Blank Books. | 025.21 |
| Foundries—Products of, rates, movement, etc. | 625.1 |
| Fountains—Rates, movement, etc. | 625.17 |
| Frames, Lamp and lantern, for Company use—Orders for, supply, etc. | 022.246 |
| Frames—Locomotive. (See Locomotives.) | 411.5 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Frames—Tender. | 411.71 |
| Free Tickets. | 610.201 |
| Freight—Bills of Lading. (See Bills of Lading.) | <hr/> |
| Bonded. | 211.811 |
| Car Expenses. | 234.3 |
| Car Load. | 620.04 |
| Car Repair Pool. | 234.31 |
| Carrier's risk. | 620.81 |
| Charge for use of idlers. | 620.041 |
| Charges. | 620.03 |
| Claim Associations. | 620.01 |
| Claims. | 620.8 |
| Classifications. | 620.02 |
| Collect on Delivery. | 620.032 |
| Commissions. | 620.031 |
| Diverted to Express Companies. (See Express.) | 651 |
| Equipment Cars. | 413 |
| Export. | 620.001 |
| Less than Car load. | 620.05 |
| Loss and Damage. | 620.85 |
| Loss and damage in transferring or interchanging, Responsibility for. | 620.854.2 |
| Loss and damage, Per cent loss and damage to revenue. | 620.851 |
| Prorating with other lines. | 620.852 |
| Reclamation of freight on claims. | 620.853 |
| Loss and Damage, Responsibility for. | 620.854 |
| Loss and damage, Responsibility for stolen freight. | 620.854.1 |
| Loss of shipments. (See Routing and billing.) | 620.33 |
| Over and short. | 620.84 |
| Overcharge, Refund. | 620.82 |
| Prepay. | 620.033 |
| Refused and unclaimed. | 620.83 |
| Storage and freight charges on. | 620.831 |
| Rates. | 620.1 |
| Rates, Basis for. | 620.101 |
| Routing. | 620.35 |
| Routing and Billing. | 620.3 |
| Stations. (See Stations.) | <hr/> |
| Stored and in transit—Insurance. | 035 |
| in warehouses—Insurance. | 035.1 |
| in cars—Insurance. | 035.2 |
| Statistics. | 600.12 |
| Tariffs—Printing. | 025.222 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Freight—Tracers. | 620.34 |
| Traffic. (See Traffic.) | |
| Associations. | 600.22 |
| Trains. (See Trains—Freight.) | |
| Make up of. | 522.1 |
| Make up of, Position of cars in. | 522.12 |
| Weighing. (See Weighing and inspection.) | 620.2 |
| Frick Coke Co.—Car Line. | 542.483.1 |
| Frogs. | 342.51 |
| Frogs and Switches. | 342.5 |
| Specifications. | 342.501 |
| Frogs—Blocking and filling. | 342.512 |
| Wear of. | 342.511 |
| Frost proof car. | 413.015 |
| Fruit, Tropical—Rates, movement, etc. | 621.43 |
| Fruit and Vegetable car lines. | 542.481 |
| Fruits and Vegetables—Care of in cold weather, attendants with, etc. | 621.400.1 |
| Fruits and Vegetables—Rates, movement, etc. | 621.4 |
| Fruits, Domestic—Rates, movement, etc. | 621.41 |
| Dried—Rates, movement, etc. | 621.401.2 |
| Green—Rates, movement, etc. | 621.401.1 |
| Fuel, Coal—Anthracite. | 023.2 |
| Bituminous. | 023.1 |
| Coke. | 023.4 |
| Confiscation of. | 023.031 |
| Consumption. | 411.051 |
| for Company use. | 023 |
| Gas. | 023.5 |
| Inventory of. | 020.21 |
| Miscellaneous. | 023.9 |
| Oil. | 023.6 |
| Orders and contracts for. | 023.032 |
| Premium system. | 411.052 |
| Quality of. | 023.02 |
| Supply. | 023.03 |
| tests. | 023.01 |
| Wood and charcoal. | 023.3 |
| Fueling Stations. (See Stations.) | 353.1 |
| Machinery for. | 353.11 |
| Funerals—Rights of at Public crossings. | 323.6 |
| Furnace cinder, slag, ash, etc.—Rates, movement, etc. | 625.01 |
| Use as ballast, etc. | 332.3 |
| Blacksmith. | 431.4 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Furnaces for stationary boilers. (See Boilers.) | 432 |
| heaters and radiators—Rates, movement, etc. | 625.11 |
| Furniture and fixtures—Locomotive. | 411.601 |
| Passenger cars. | 412.4 |
| car. | 413.014 |
| for Company use—Orders for, supply, etc. | 025.1 |
| Fusees. | 027.31 |

G.

| | |
|---|-----------|
| Gage of Tracks. | 340.61 |
| on curves. | 340.611 |
| Locomotive. | 411.61 |
| Gambling on trains. (See Passengers.) | 610.84 |
| Gas Engines—Use of at Water Stations, etc. | 353.232 |
| Gas for fuel for locomotives. | 023.5 |
| for lighting—Orders for, supply, etc. | 022.231 |
| for lighting buildings. | 350.42 |
| Lighting for cars. | 412.032 |
| Rights—Lease of. | 312.11 |
| Gasoline—Rates, movement, etc. | 627.15 |
| engines. | 433.6 |
| Use at Water Stations, etc. | 353.232 |
| for Company use—Orders for, supply, etc. | 022.233 |
| Gates for crossings. | 321.4 |
| for passenger cars. | 412.22 |
| General Expense Accounts. | 221.2 |
| General Ledger Accounts. | 221.4 |
| General Office Expenses. | 231.1 |
| General Order Boards. | 520.323.1 |
| General Orders and Notices. (See Dispatching.) | 520.323 |
| Generation, Electric Power. | 434.21 |
| Generators—Electric. | 434.211 |
| Glass and glassware—Rates, movements, etc. | 623.35 |
| Glass for Company use—Orders for, supply, etc. | 021.5 |
| Glassware for Company use. (See China and Glassware.) | 027.131 |
| Globes for Company use—Lamp and lantern, Orders for, supply, etc. | 022.245 |
| Glue and glue stock—Rates, movement, etc. | 622.02 |
| Gondola car. | 413.012 |
| Government control of Railways. | 070.1 |
| rates—Passenger. | 610.142 |
| reduced freight rates. | 620.161 |
| Governments—Relations with. | 07 |
| Grab irons—Freight cars. | 413.21 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Grade Crossings. (See "Crossings," 321.) | |
| Graders and dirt spreaders. | 414.013.3 |
| Grades. (General.) | 340.51 |
| Grain and Grain Products—Rates, movement, etc. | 621.3 |
| doors. | 413.31 |
| elevators. (See also Stations—Transfer.) | 513.211 |
| inspection. | 621.300.1 |
| Other, Rates, movement, etc. | 621.309 |
| transfer car. | 414.019.2 |
| Grand Army of the Republic—Pass. Rates, movement, conventions, etc. | 612.11 |
| Grapes—Rates, movement, etc. | 621.415 |
| Grates—Locomotive. | 411.111 |
| Gravel—Rates, movement, etc. | 623.32 |
| Gravel ballast. | 332.2 |
| Greenhouses. | 351.031 |
| Grindstones—Rates, movement, etc. | 633.311 |
| Groceries, meats, etc., for Company use—Orders for, supply, etc. | 027.14 |
| Groceries—Rates, movement, etc. | 621.2 |
| Guard rails on Bridges. | 331.140.1 |
| Guides and guide yokes—Locomotive. | 411.33 |
| Gum and wax—Rates, movement, etc. | 624.02 |
| Gun car. | 413.019.1 |
| Guns and gun carriages—Rates, movement, etc. | 625.23 |

H.

| | |
|--|-----------|
| Hammers for Company use. (See Hatchets.) | 026.41 |
| Hand brakes. | 410.21 |
| Hand car. | 414.013.1 |
| Handholds—Freight cars. | 413.21 |
| Handles for tools for Company use—Orders for, supply, etc. | 026.44 |
| Handling baggage. | 630 |
| mail—Compensation. | 641.2 |
| Handling Correspondence, Manner of. | 004.1 |
| Handrails—Locomotive. | 411.67 |
| Harbor Improvements. | 373 |
| Hardware and stoves—Rates, movement, etc. | 625.14 |
| Hardware for Company use—Orders for, supply, etc. | 021.6 |
| Harness and saddlery—Rates, movement, etc. | 622.011.1 |
| Hatchets, hammers, etc.—Orders for, supply, etc. | 026.41 |
| Hats and caps—Rates, movement, etc. | 626.12 |
| Hay—Rates, movement, etc. | 621.302 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| H. C. Frick Coke Co.—Car Line. | 542.483.1 |
| Headlining for Passenger cars. | 412.44 |
| Health and Pleasure Resorts—Passenger rates, etc. | 617 |
| Health resorts—Passenger rates, etc. | 617.1 |
| Hearing—Requirements of Employes. | 011.122.1 |
| Heater cars. | 413.016 |
| Heaters. (See Furnaces and heaters.) | 625.11 |
| Heating and Lighting Material for Company use—Orders for, supply, etc. | 022 |
| Heating and ventilation of buildings. | 350.3 |
| Heating cars. (See Cars.) | 412.02 |
| Freight cars. (See Cars—Freight.) | 413.02 |
| Material for Company use—Orders for, supply, etc. | 022.1 |
| material—Other, Orders for, supply, etc. | 022.19 |
| shops. | 430.3 |
| Hektograph material for Company use—Orders for, supply, etc. | 025.233 |
| Hides, Skins, Felts, Furs, etc.—Rates, movement, etc. | 622.01 |
| Highway Crossings. (See Crossings.) | 323 |
| Hire of locomotives. | 530.12 |
| Hogs—Rates, Movement, etc. | 622.13 |
| Hoists. | 431.7 |
| Holding Passenger trains for connections. | 521.212 |
| Holidays—Observation of, etc. | 012.34 |
| Holly and evergreens—Rates, movement, etc. | 624.1 |
| Home cards. | 413.043.4 |
| Home-seekers—Passenger rates. | 610.146.2 |
| Hoods. (See Passenger cars.) | 412.21 |
| Hopper car. | 413.012 |
| Hopper—Saloon, Passenger cars. | 412.421 |
| Hops—Rates, movement, etc. | 621.91 |
| Horse Express car. | 412.014.1 |
| stock car. | 413.013 |
| Horses and mules—Rates, movement, etc. | 622.11 |
| Hose, Air for Company use—Orders for, supply, etc. | 029.341 |
| Fire for Company use—Orders for, supply, etc. | 029.345 |
| for Company use—Orders for, supply, etc. | 029.34 |
| Garden for Company use—Orders for, supply, etc. | 029.346 |
| Other for Company use—Orders for, supply, etc. | 029.349 |
| Signal for Company use—Orders for, supply, etc. | 029.344 |
| Steam for Company use—Orders for, supply, etc. | 029.343 |
| Tank for Company use—Orders for, supply, etc. | 029.342 |
| Hospitals—Relationship with. | 582.2 |
| Hot journals and pins. (See Lubricants—Failure of.) | 401.01 |

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Hot water heaters for Passenger cars. | 412.021 |
| Hotel car. | 414.014 |
| Hotels. (See Stations—Passenger.) | 513.102 |
| Hours of Labor—Employees. | 012.3 |
| Hours of Labor—Laws regulating. | 012.37 |
| Household Goods and Emigrants Movables—Rates, movement, etc. | 626.68 |
| Household goods, Other—Rates, movement, etc. | 626.689 |
| Houses—Other. | 359 |
| Closets and outhouses. | 359.7 |
| Dwelling—Specifications, plans, etc. | 359.1 |
| Power. | 359.2 |
| Signal. | 359.3 |
| Signal—Standard telegraph tower. | 359.31 |
| Tool. | 359.6 |
| Watch. | 359.5 |
| Hunting car. | 412.017 |
| Hunting—Passenger rates etc. | 615.3 |
| Hydraulic plants and machinery. | 434.4 |
| Hydraulic Rams. | 433.5 |
| Hygiene. (See Employees.) | 018.3 |

I.

| | |
|---|-----------|
| Ice—Company's use. | 027.01 |
| Ice—Rates, movement, etc. | 626.95 |
| Identification cards—Honoring for Transportation. | 610.327 |
| Idlers—Charge for. (See Rates—Freight.) | 620.041 |
| Illinois Steel Co. Cars—Movement, etc. | 542.483.2 |
| Illuminants for Company use—Orders for, supply, etc. | 022.23 |
| Import Freight rates. | 620.14 |
| Improvements—Harbor. | 373 |
| Income Bonds. | 212.5 |
| Indemnity and Surety Bonds. | 212.8 |
| Individual cars.—(See Cars—Freight.) | <hr/> |
| Individuals—Materials for. | 020.6 |
| Industrial or Shop Railways. | 352.1 |
| Industries—Locating. | 620.41 |
| Information for publication. | 003.1 |
| Injectors and pipes—Locomotive. | 411.64 |
| Injunctions acct. strikes and boycotts. (See Employees.) | 013.103 |
| Injunctions—Court. | 070.7 |
| Injuries—Personal. (File in alphabetical order.) | 582 |
| Insane asylums and feeble-minded schools—Pass. rates, movements, etc. | 611.81 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Inspection by Insurance Department. (See Insurance.) | 030.2 |
| car—For track inspection | 414.011.4 |
| Field. | 331.123 |
| Mill. | 331.121 |
| of Bridge. | 331.12 |
| of Buildings. | 350.02 |
| of Cars. | 410.022 |
| of cars—Joint inspection bureaus. | 410.022.1 |
| of Dining Car Service. | 541.402 |
| of freight. (See weighing and inspection.) | 620.2 |
| of Freight Cars. | 413.002 |
| of Grain. (See grain inspection.) | |
| of interlockings. (See Interlockings.) | 321.602 |
| of Locomotives. | 410.021 |
| of Masonry | 331.062 |
| of Material and Supplies. | 020.11 |
| of Passenger Cars. | 412.002 |
| of Rails. | 342.02 |
| of roadbed and structures. (See Structures.) | 331.04 |
| of rolling stock. | 410.02 |
| of safety appliances. | 410.051 |
| of Ties. | 341.02 |
| of tracks. (See Track Inspection.) | 340.4 |
| of Tunnels. | 331.32 |
| Shop. | 331.122 |
| Instructions regarding passes. | 610.31 |
| regarding sale of tickets. | 610.200.3 |
| Routing and billing freight. | 620.301 |
| Telegraph and telephone. | 570.1 |
| Instruments—Telegraph. | 571.3 |
| Insulation for cars. (See Cars—Freight.) | 413.015.02 |
| Insulators—Electric Plants. | 434.203.1 |
| Insulators. (See Telegraph.) | 571.23 |
| Insurance. | 030 |
| Accident—Sale of tickets. | 610.88 |
| Companies—Relations with. | 038 |
| Deductions—Pay Rolls. | 218.631 |
| Equipment. | 034 |
| Fire. | 030.1 |
| Floating Equipment. | 034.2 |
| Freight Stored and in Transit. | 035 |
| Freight in warehouses. | 035.1 |
| Freight in cars. | 035.2 |

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

Y

Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Insurance—Inspection by Insurance Department. | 030.2 |
| Marine. | 034.2 |
| Rates. | 030.3 |
| Roadway and structures. | 033 |
| Schedules. | 030.4 |
| Interchange of Freight cars. (See Cars—Freight.) | 542.4 |
| Interest—Bonds and Mortgages. | 212.06 |
| on Deposits. | 217.201 |
| Interline tickets. | 610.23 |
| Interlocking—Cars. | 414.014 |
| Interlockings—Operation. (Correspondence relative to particular interlockings to be filed by location.) | 564 |
| Interlockings. | 321.6 |
| Condition, Inspection, etc. | 321.602 |
| Levers. | 321.613 |
| Maintenance. | 321.603 |
| Mechanism. | 321.61 |
| Semaphore Posts and Arms. | 321.612 |
| Standards, Specifications, etc. | 321.601 |
| Standard Agreement. | 321.607 |
| Tower. | 321.611 |
| International Railway Congress. | 500.211 |
| Interstate Commerce Commission. | 070.2 |
| Jurisdiction. | 070.21 |
| Reports. | 070.22 |
| Interstate Tariffs. | 601.21 |
| Introduction—Letters of. | 010.01 |
| Inventory of Fuel. (See Inventory of material and supplies.) | 020.21 |
| of material and supplies. (See Material.) | 020.21 |
| Iron and steel products, Other—Rates, movement, etc. | 625.39 |
| and Steel Works—Products of, rates, movement, etc. | 625.3 |
| castings for Company use—Orders for, supply, etc. | 024.11 |
| ore—Rates, movement, etc. | 623.21 |
| ties and bands—Rates, movement, etc. | 625.303 |
| wire for Company use—Orders for, supply, etc. | 024.911 |
| Wrought for Company use—Orders for, supply, etc. | 024.2 |
| Wrought forgings for Company use—Orders, supply, etc. | 024.21 |
| Irregularities—Routing and billing freight. | 620.310.2 |

J.

| | |
|--|-----------|
| Jars—Battery. | 027.224 |
| Joint Freight Rates. | 620.12 |
| Joint inspection bureaus. (See Inspection.) | 410.022.1 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Journal boxes, dust guards, wedges, bearings. (See Cars.) | 410.33 |
| Judicial Conventions. | 612.603 |
| Jugware. (See Earthenware.) | <hr/> |
| Junction reports—Freight cars. | 542.422 |
| Junk and scrap—Rates, movement, etc. | 625.02 |
| Jurisdiction of Interstate Commerce Commission. | 070.21 |
| Jurisdiction, duties, etc., of officers. | 110.1 |
| Juries. | 070.5 |

K.

| | |
|---|---------|
| Keys—Switch. | 342.522 |
| Knights of Pythias—Passenger rates, movement, conventions, etc. | 612.23 |
| Knights Templar—Passenger rates, movement, conventions, etc. | 612.212 |
| Knives and forks for Company use—Orders for, supply, etc. | 027.12 |

L.

| | |
|--|---------|
| Labor—Hours of. | 012.3 |
| Monthly allowances. | 012.01 |
| Organizations. (See also Employees.) | 013.2 |
| American Railway League. | 013.27 |
| American Railway Union. | 013.26 |
| Association Station Agents. | 013.28 |
| Brotherhood of Locomotive Engineers. | 013.21 |
| Brotherhood of Locomotive Firemen. | 013.22 |
| Brotherhood of Railroad Trainmen. | 013.23 |
| Employes wearing lodge badges. | 013.202 |
| Minor. | 013.29 |
| Number of employes members of. | 013.201 |
| Order of Railroad Conductors. | 013.24 |
| Order Railway Telegraphers. | 013.25 |
| Passenger Rates, etc. | 612.7 |
| Passes account of. | 610.326 |
| Railway and Telegraph Employes Political League | 013.292 |
| Railway Loyal League. | 013.291 |
| Strikes and Grievances of Employes. | 013 |
| Trackmen's Union. | 013.293 |
| Labor saving appliances for Freight stations. | 513.205 |
| Laboratory Supplies, Orders for, etc. | 029.963 |
| Ladders—Freight car. | 413.22 |
| Lagging—Locomotive. | 411.101 |
| Lake ports. (See Docks.) | 514.1 |
| Lake resorts—Passenger rates, etc. | 617.22 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Lamp and lantern supplies for Company use—Orders for, supply, etc. | 022.24 |
| Lamp and lantern supplies for Company use—Miscellaneous Orders for, etc. | 024.249 |
| Lamps—Carburettor for Company use—Orders for, Supply, etc. | 022.214 |
| Lamps—Classification. | 562.12 |
| Electric—for Company use, Orders for, supply, etc. | 022.211 |
| Electric. (See Electric power and lighting appliances.) | 404.222 |
| Gas—for Company use, Orders for, supply, etc. | 022.213 |
| Lighting Material. | 022.21 |
| Locomotive. | 411.65 |
| Oil, for Company use—Orders for, supply, etc. | 022.212 |
| Other—Orders for, supply, etc. | 022.219 |
| Switch. (See Signals.) | 561.4 |
| Landings. (See Docks, wharves and landings.) | 370 |
| Landslides. | 345.1 |
| Lanterns for Company use—Orders for, supply, etc. | 022.22 |
| Broken Globes. | 569.11 |
| Signal. (See Signals.) | 569.1 |
| Lard—Rates, movement, etc. | 622.04 |
| Laws—Enforcement of. | 071.1 |
| Federal, State and Municipal. | 071 |
| Regulating hours of work. | 012.37 |
| regulating Passenger rates. | 610.147 |
| U. S. Safety appliances. | 410.057 |
| Lead bars, pig, etc.—Rates, movement, etc. | 623.231 |
| for Company use. (See Metals—Minor.) | 024.6 |
| Rates, movement, etc. | 623.23 |
| Lease of cars. (See Cars.) | 540.1 |
| of Locomotives. (See Locomotives.) | 530.1 |
| of right-of-way. | 312 |
| of tracks and terminals. (See Tracks and terminals.) | 510.4 |
| Leases. | 312.1 |
| Oil and gas privileges. | 312.11 |
| Leases and licenses. | 312.01 |
| Leather and Rubber Goods for Company use—Orders for, supply, etc. | 029.3 |
| Leather goods for Company use—Orders for, supply, etc. | 029.31 |
| Leather—Rates, movement, etc. | 622.011 |
| Leave of absence. | 012.32 |
| Lemons—Rates, movement, etc. | 621.483 |
| Length of Locomotive runs. | 532.11 |
| Lenses for Lamps and Lanterns. | 022.247 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Less-than-car-load Freight. | 620.05 |
| Lettering and numbering for tools. (See Machinery and tools.) | 431.01 |
| marking and numbering of rolling stock. (See Rolling stock; also Locomotives, Cars.) | 410.01 |
| Letters—Issue of to Ex-employees. (See Employees.) | 011.223 |
| of introduction. | 010.01 |
| Letters patent—Charters. | 120 |
| Levers—Brake. | 410.202 |
| Interlocking. | 321.613 |
| Libraries—Railroad. | 011.34 |
| Licenses. | 312.2 |
| Oil, gas, steam, water and other pipe line crossings. | 312.21 |
| Telegraph, telephone, electric light and other wire line cross- ings. | 312.22 |
| Lighterage charges. (See Terminal charges.) | 620.153 |
| Lighting Buildings. (See Buildings.) | 350.4 |
| cars. (See Cars.) | 412.03 |
| Crossings. (See Crossings.) | 321.5 |
| Electric. | 434.22 |
| Material—Orders for, supply, etc. | 022.2 |
| Shops. | 430.4 |
| Yards. (See Yards.) | 512.4 |
| Lightning Arresters. | 434.203.2 |
| Lightweighing of Freight cars. | 542.011 |
| Lime. (See Cement.) | — |
| Lime and cement for Company use—Orders for, supply, etc. | 021.3 |
| Limited Express. | 521.311 |
| Lines—Branch. | 348 |
| Lines Controlled. | 140 |
| Operated. | 150 |
| Owned. | 130 |
| Lining for freight cars. | 413.41 |
| Link hangers, hlnks and block—Locomotives. | 411.24 |
| Link system of operating locomotives. (See Locomotives.) | 532.13 |
| Linters—Rates, movement, etc. | 621.542 |
| Liquors—Rates, movement, etc. | 627.22 |
| Sale of on Dining cars. (See Cars—Passenger.) | 541.403 |
| Use by employees. | 018.11 |
| Listing Stock on Stock Exchange. | 211.03 |
| Live stock—Attendants with. | 621.101 |
| car. | 410.013 |
| Other—Rates, movement, etc. | 622.19 |
| Rates, movement, etc. | 622.1 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Live stock—Shrinkage. | 622.102 |
| Yardage charges, bedding, watering. | 622.103 |
| Loading and unloading freight cars. (See Cars—Freight.) | 542.3 |
| Loading and unloading—Rules for. | 542.31 |
| Loading gages. | 351.121 |
| of Locomotives. | 531 |
| Loans. | 216 |
| Local Freight Rates. | 620.11 |
| Locating industries. | 620.41 |
| Location of power plants. | 434.02 |
| of shops. | 430.03 |
| statements—Freight cars. | 542.203 |
| Locks—Door, Freight car. | 413.34 |
| Switch. | 342.522 |
| Locomotive. (See Locomotives.) | |
| Locomotive and Car material for Company use—Other. | 029.19 |
| Locomotive | 411 |
| Appliances and accessories. | 411.6 |
| Axles. | 411.42 |
| Bell and whistle. | 411.66 |
| Boiler barrel. | 411.12 |
| Boiler. | 411.1 |
| Brakes. (See Brakes.) | 410.2 |
| Building. | 410.043.1 |
| Cabs, running boards, hand rails and steps. | 411.67 |
| Classification register. | 411.020.1 |
| Cocks and valves, gage cocks, cylinder cocks, blow-off cocks, | |
| blower valves. | 411.62 |
| Couplers. (See draft appliances.) | 410.11 |
| Crossheads. | 411.47 |
| Cylinders. | 411.3 |
| Cylinder—Castings and heads. | 411.31 |
| Dome. | 411.16 |
| Driving boxes and cellars. | 411.46 |
| Eccentrics, eccentric rods and straps. | 411.27 |
| Expenses. | 234.1 |
| failures. | 411.03 |
| Firebox. | 411.11 |
| Crown sheet. | 411.112 |
| Flue sheet. | 411.114 |
| Grate and ash pan. | 411.111 |
| Side sheet. | 411.113 |
| Stay bolts. | 411.115 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Locomotive—Fittings for Company use—Orders for, supply, etc. | 029.14 |
| Flues. | 411.13 |
| Frames. | 411.5 |
| Frames, frame keys and bolts. | 411.51 |
| Frames—Shoes and wedges. | 411.53 |
| Fuel Consumption. | 411.051 |
| furniture and fixtures. | 411.601 |
| Gages, steam air, steam heat and water. | 411.61 |
| Guides and guide yokes. | 411.33 |
| Injectors, injector pipes and check valves. | 411.64 |
| Insurance. | 034.1 |
| Lagging. | 411.101 |
| Lamps—Cab, water, glass, gage and headlight. | 411.65 |
| Link and block, link hangers. | 411.24 |
| Pedestal caps. | 411.54 |
| Pilot. | 411.68 |
| Pins, crank, side and main. | 411.44 |
| Piston and piston rods. | 411.48 |
| Program. | 410.041 |
| Reach rod. | 411.22 |
| Reverse lever, latch and quadrant. | 411.21 |
| Rocker arm and Box, and valve rod. | 411.25 |
| Running gear. | 411.4 |
| Sanders, sanding appliances. | 411.63 |
| Side and main rods. | 411.45 |
| Smoke box, stack and draft appliances. | 411.14 |
| smoke consumers. | 411.141 |
| Springs and equalizing rigging. | 411.52 |
| Steam chest. | 411.32 |
| tender. | 411.7 |
| tenders—capacity. | 411.702 |
| Classification of. | 411.701 |
| Frames. | 411.71 |
| manholes. | 411.721 |
| tenders. (Miscellaneous.) | 411.9 |
| tender—Tank valves and cocks. | 411.723 |
| tender—Tanks. | 411.72 |
| tender—Track water scoops. | 411.722 |
| tender—trucks. | 411.711 |
| Throttle and steam pipes. | 411.15 |
| tires. | 411.41 |
| Tools. | 411.602 |
| Trucks. | 411.43 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Locomotive—Tumbling shaft. | 411.23 |
| Valves. | 411.26 |
| Valves, safety. | 411.161 |
| Wheels—Counterbalancees. | 411.411 |
| Wheels and tires. | 411.41 |
| Locomotives— | 411.01 |
| Assignment and transfer. | 530.2 |
| Change in Construction. | 411.003 |
| Class of. | 411.02 |
| for special service. | 411.024 |
| Freight. | 411.022 |
| Passenger. | 411.021 |
| Shifting. | 411.023 |
| Cleaning. | 411.041 |
| Condemned and cut up. | 410.044.1 |
| Condition of. | 411.04 |
| Condition board. | 411.040.1 |
| Delays and detentions to. | 532.2 |
| Dimensions, design, weight. | 411.001 |
| Double heading. | 532.12 |
| Economies in handling. | 532.1 |
| Electric. | 416 |
| for shipment—Rates, movement, etc. | 625.21 |
| Hire of, as between our own and affiliated lines. | 530.12 |
| Inspection of. (See Inspection.) | 410.021 |
| Lease of. | 530.1 |
| Length of runs. | 532.11 |
| Lettering, marking and numbering. | 410.011 |
| Link system of running. | 532.13 |
| Loading of. | 531 |
| Mileage. | 532.101 |
| Movement of. | 532 |
| Movement of through engine house. (See shops—Output of.) | 430.12 |
| of other lines—Reports on, etc. | 411.009 |
| Painting. | 411.042 |
| Performance of. | 411.05 |
| Rental charge for use of. | 530.11 |
| Repairs of. | 411.043 |
| Sale of. | 410.045.1 |
| Sketches of broken parts. | 411.031 |
| Theory of. | 411.01 |
| adhesion, ratio of traction power to weight on drivers. | 411.012 |
| Change in construction. | 411.003 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Locomotives—Theory of— combustion in fireboxes. | 411.014 |
| conditions controlling design. | 411.011 |
| draft appliances. | 411.015 |
| economy in use of steam—Advantages of high pressure— | |
| Saving due to early cut-off. | 411.013.1 |
| Electric. | 416 |
| Inspection. | 411.002 |
| internal disturbing forces. | 411.016 |
| Theory of production of steam. | 411.013 |
| Tonnage rating. | 531.1 |
| Utilization of. | 530 |
| Valve motion. | 411.2 |
| Loss and damage—Freight. (See Freight Claims.) | 620.85 |
| Loss and damage to Baggage. (See Baggage.) | 638 |
| Losses by Fire. | 039 |
| Loyal Legion— Passenger rates, movement, conventions, etc. | 612.12 |
| Lubricants. (See 029.7.) | |
| Contracts. | 029.731 |
| Failure of. (Hot journals and pins.) | 401.01 |
| for Company use—Orders for, supply, etc. | 029.73 |
| Packing waste—Manner of handling. | 029.701 |
| Packing and waste for Company use—Orders for, supply, etc. | 029.7 |
| Lubricating appliances. | 401.3 |
| Oil cans. | 401.32 |
| Oil cups. | 401.31 |
| Lubrication. | 401 |
| of machinery and tools (method, etc.) | 401.2 |
| of rails on curves. | 342.123 |
| of rolling stock (methods, etc.) | 401.1 |
| Miscellaneous. | 401.9 |
| Lubricators and tallow pipes. | 401.33 |
| Lumber for Company use—Orders for, supply, etc. | 021.1 |

M.

| | |
|---|-------|
| Machine Shops—Products of Rates. movement, etc. | 625.2 |
| Machinery and tools— Ash pits. | 431.5 |
| For shops. | 431 |
| for shops—Boilers. (See Boilers.) | 432 |
| Casting and moulding tools. | 431.3 |
| Coal and ore handling. (See Docks.) | 514.2 |
| Cranes and hoists. | 431.7 |
| Drop pits. | 431.6 |
| Electric. (See electric power and lighting appliances.) | 434.2 |

M
N
O

P

Q
R

S
T

U
V
W

Y
Z

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Machinery and tools—Engines. (See Engines.) | |
| for Company use—Orders for, supply, etc. | 026 |
| Forges and blacksmith furnaces. | 431.4 |
| Hydraulic. (See Hydraulic plants.) | |
| Lettering and numbering. | 431.01 |
| Lubrication of (methods etc.). | 401.2 |
| for Docks, wharves, etc. | 374 |
| Metal working. | 431.1 |
| Miscellaneous. | 431.9 |
| Painting of. | 431.05 |
| Patterns. | 431.31 |
| Pneumatic. (See pneumatic plants.) | 434.3 |
| Program. | 431.04 |
| Rates, movement, etc. | 625.201 |
| Wood working. | 431.2 |
| Water Stations. | 353.23 |
| Mail car. | 412.014 |
| Car detentions. | 645.4 |
| Company. | 640.1 |
| Compensation for handling. | 641.2 |
| Compensation for handling, Fines and deductions. | 641.21 |
| Contract for. | 641 |
| cranes. | 351.21 |
| Handling in baggage cars. | 645.3 |
| Routes, rates, etc. | 641.1 |
| service—Various points. | 643 |
| Thrown from trains, Practice. | 645.2 |
| trains. | 531.32 |
| Transportation of. | 645 |
| Transportation on limited trains. | 645.1 |
| U. S. and Company, Transportation of. | 640 |
| Weighing. | 644 |
| Main and Passing tracks. (General.) | 346 |
| Maintenance of Equipment Accounts. | 221.12 |
| Expenses. | 234 |
| Miscellaneous. | 439 |
| Maintenance of Interlocking. | 321.603 |
| Maintenance of Way and Structure Accounts. | 221.11 |
| Expenses. | 233 |
| Statistics. | 300.2 |
| Make up of Freight trains. | 522.1 |
| of Passenger trains. | 521.1 |
| Manholes—Tender. | 411.721 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Manifests. (See Way bills.) | 620.316.1 |
| Manner of handling correspondence. | 004.1 |
| Mantels and grates—Rates, movement, etc. | 623.303 |
| Manufactured Articles (Wood)—Rates, movement, etc. | 624.5 |
| Products (Minor)—Rates, movement, etc. | 626.6 |
| (Other)—Rates, movement, etc. | 626.9 |
| Manufactures—Iron and Steel Mills and Furnaces—Products— | |
| Rates, movement, etc. | 625 |
| Other Mills and Factories. | 626 |
| Rates, movement, etc. | 627 |
| Maps and drawings—Uniformity in coloring. | 300.011 |
| Maps, drawings and plans—Roadway and structures. | 300.01 |
| Profiles. | 300.013 |
| Property. | 300.012 |
| Marble and Granite—Rates, movement, etc. | 623.33 |
| Marine Insurance. | 034.2 |
| Marking for Rolling stock. | 410.01 |
| Masonic Societies—Other—Pass. rates, movement, conventions, etc. | 612.219 |
| Masonry. | 331.06 |
| Design. | 331.064 |
| Inspection. | 331.062 |
| Maintenance. | 331.063 |
| Specifications. | 331.061 |
| Masons—Passenger rates, movement, conventions, etc. | 612.21 |
| Master Car Builders' Association. | 400.13 |
| Material and Supplies—Conducting Transportation. | 027 |
| Catalogues. | 020.01 |
| for Company use. | 020 |
| Inventory of. | 020.21 |
| Miscellaneous. | 029.9 |
| On Hand. | 020.2 |
| Other—C. T. material. | 027.9 |
| Telegraph and Telephone. | 027.2 |
| Building—for Company use. (See Building Material.) | 021 |
| Catalogues. | 020.01 |
| Depreciation of value of stock. | 020.22 |
| for other Companies and Individuals—Orders for, etc. | 020.6 |
| Inspection. | 020.11 |
| for Lighting. | 022.2 |
| Machinery and tools. (See Machinery.) | |
| Metals, order for, supply, etc. | 024 |
| Methods of handling. | 020.4 |
| Miscellaneous. | 029.99 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Material and Supplies—Orders, requisitions, manner of handling. | 020.5 |
| Rebates on. | 020.51 |
| Scrap, disposition of—Orders for, etc. | 020.24 |
| Specifications. | 020.1 |
| Stock Account. (Classification of materials.) | 020.3 |
| Surplus, disposition for. | 020.23 |
| Mattresses—Rates, movement, etc. | 626.682 |
| Meals—Dining cars. (See Cars—Passenger.) | 541.41 |
| Hours of serving. | 541.112 |
| Price of. | 541.413 |
| Meat hooks for refrigerator cars. | 413.015.01 |
| Measuring instruments—Electric. (See electric power and lighting appliances.) | 434.204 |
| Mechanism of Interlocking. | 321.61 |
| Medical Attendance. | 582.1 |
| Medicine Cases. | 582.02 |
| Meetings of staff. | 010.1 |
| Directors. | 112.01 |
| Stockholders. | 111.01 |
| Melons—Rates, movement, etc. | 621.92 |
| Menus—Dining cars. | 541.411 |
| Mercantile Agencies. | 200.3 |
| Merry-go-rounds—Rates, movement, etc. | 626.92 |
| Metals—Cast Iron. | 024.1 |
| Copper Wire. | 024.912 |
| Iron Castings. | 024.11 |
| Iron Wire. | 024.911 |
| Minor—Copper, tin, lead, zinc, antimony, etc., for Company use, Orders for, supply, etc. | 024.6 |
| Orders for, supply, etc. | 024 |
| Meteorology. | 007 |
| Weather Reports. | 007.1 |
| Meters—Electric. | 434.204 |
| Methodist Societies—Passenger rates, movement, conventions, etc. | 612.34 |
| Methods of issuing tariffs. | 601.201 |
| of Routing and billing freight. | 620.301 |
| Mileage books. (See Tickets.) | 610.212 |
| of Freight cars. | 542.201 |
| of Locomotives. | 532.101 |
| of Passenger cars. | 541.201 |
| Rate—Freight cars. | 542.412 |
| Train. (See Train earnings, mileage and expenses.) | 520.1 |
| Mile posts. (See Signs.) | 302.1 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Military Accoutrements, Ammunition, etc.—Rates, movement, etc. | 626.5 |
| Military Accoutrements—Rates, movement, etc. | 626.52 |
| Milk—Transportation of in baggage cars. (See Baggage.) | 635.4 |
| Mills or Factories, Textile—Rates, movement, etc. | 626.1 |
| Mimeograph for Company use—Orders for, supply, etc. | 025.233 |
| Mineral Waters—Rates, movement, etc. | 627.23 |
| Mineral wool—Rates, movement, etc. | 623.203 |
| Mine Products—Other. | 623.9 |
| Mines—Products of—Rates, movement, etc. | 623 |
| Other Ores—Rates, movement, etc. | 623.29 |
| Sidings to—Policy regarding construction, maintenance, etc. | 349.1 |
| Minors—Employment of. | 014 |
| Release. | 014.1 |
| Minstrel Companies—Passenger rates, movement, etc. | 614.4 |
| Misuse of Freight cars. | 542.213 |
| Misuse of Passes. | 610.33 |
| Modoc and other compounds for Company use—Orders for, supply, etc. | 029.22 |
| Monuments—Rates, movement, etc. (See Statuary and monuments.) | 623.331 |
| Morals. (See Employes.) | 018.1 |
| Mortgages and Bonds. | 212 |
| Mortgages—Interest on. | 212.06 |
| and Mortgage Bonds. | 212.1 |
| Collateral | 212.2 |
| Debenture. | 212.3 |
| Equipment. | 212.4 |
| First Mortgage. | 212.12 |
| Income. | 212.5 |
| Prior Lien. | 212.11 |
| Second Mortgage. | 212.13 |
| Surety. | 212.82 |
| Third Mortgage. | 212.14 |
| Printing. | 025.223 |
| Motor cars. | 415 |
| Motors—Electric. (See Electric power and lighting appliances.) | 434.206 |
| Movable Bridges. | 331.144 |
| Movement of engines through engine houses. | 430.12 |
| of Freight cars. (See Cars—Freight.) | 542.48 |
| of Freight trains. | 522.2 |
| of Locomotives. | 532 |
| of Passenger cars. | 541.2 |
| of Passenger trains. | 521.2 |
| of Wreck trains. | 581.011 |

N
O

P

Q
R

S

T

U

V
W

Y
Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|--------|
| Musical instruments—Nautical and surgical tools—Rates, movement, etc. | 625.26 |
|---|--------|

N.

| | |
|---|---------|
| Nails for Company use. (See Bolts, nuts, etc.) | 024.7 |
| Nails, wire and rods—Rates, movement, etc. | 625.31 |
| Naphtha—Rates, movement, etc. | 627.14 |
| National Baseball League—Passenger rates, movement, etc. | 615.41 |
| National Conventions—Rates, etc. | 612.601 |
| National Educational Associations—Rates, etc. | 612.51 |
| National Federation of Labor—Rates, etc. | 612.71 |
| National Guards—Passenger rates, movement, etc. (File by States, and divide into Divisions, Brigades, Regiments and Companies, if desired.) | 611.2 |
| Nautical Tools. (See Musical instruments and nautical tools.) | 625.26 |
| Neostyle—Supplies, orders for, etc. | 025.233 |
| Newspaper trains. | 529.1 |
| Newspapers and periodicals—Relations with. (See Advertising.) | 602.1 |
| books, periodicals. | 003 |
| Sale of on trains. (See Trains—Passenger.) | 521.301 |
| Night Work—Employees. | 012.33 |
| Numbering blank forms and books. | 025.212 |
| bridges and structures. | 331.102 |
| Rolling Stock. (See lettering, marking and numbering of Rolling Stock, also Locomotives—Cars.) | 410.01 |
| Tools. (See Machinery and tools.) | 431.01 |
| Nursery Products—Rates, movement, etc. | 621.402 |
| Nuts and nut locks for Rail joints. | 342.42 |
| Nuts for Company use. (See Bolts, nuts, etc.) | 024.7 |
| Nuts—Rates, movement, etc. | 621.6 |

O.

| | |
|--|---------|
| Oats—Rates, movement, etc. | 621.33 |
| Observation cars. | 412.012 |
| Observation Line Car Service. (See Cars—Passenger.) | 541.3 |
| Obstructions to Track—Snow and Ice. | 345.2 |
| Odd Fellows—Passenger rates, movement, conventions, etc. | 612.22 |
| Office and shop regulations. (See Employees.) | 011.2 |
| Decorations and Fittings—Orders for, supply, etc. | 025.5 |
| Furniture for Company use—Other—Orders for, supply, etc. | 025.19 |
| Material for Company use—Other. | 025.9 |
| Supplies for Company use. | 025 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Officers and other Employes. | 010 |
| Jurisdiction, duties and authority of. | 110.1 |
| Relations between Officers and other Employes. | 011 |
| Offices—Buildings, rooms, etc. | 354 |
| Telegraph. (See Telegraph.) | 572.5 |
| Oil cans. (See Lubricating appliances.) | 401.32 |
| cups. (See Lubricating appliances.) | 401.31 |
| for Fuel. | 023.6 |
| for Signals. (See Signals.) | 560.3 |
| Illuminating for Company use—Orders for, supply, etc. | 022.232 |
| Lights for buildings. | 350.41 |
| Lighting—For cars. | 412.031 |
| Paint, etc.—Rates, movement etc. | 627.1 |
| Rights—Lease of. | 312.11 |
| tanks for Stations, Towers, etc. | 560.31 |
| Use of on ballast. | 332.03 |
| Omnibuses and carriages—Passenger Stations. | 513.101 |
| Onions—Rates, movement, etc. | 621.481 |
| Opera Companies—Passenger rates, movement, etc. | 614.1 |
| Operated Lines. | 150 |
| Operation of Dining cars—Cost of. | 541.401 |
| of Freight cars. | 542 |
| of Passenger cars. | 541 |
| Oranges—Rates, movement, etc. | 621.432 |
| Order of Railroad Conductors. | 013.24 |
| of Railway Telegraphers. | 013.25 |
| Orders and Distribution for Freight cars. (See also Freight cars.) | 542.11 |
| Ore cars. | 413.012 |
| Ore handling machinery. | 514.2 |
| Ore Unloaders. | 374.2 |
| Ores—Rates, movement, etc. | 623.2 |
| Ordinances—City. | 072 |
| Organization of Company. | 130 |
| Orphan Asylums. (See Children's Home.) | 611.82 |
| Outhouses and Closets. | 359.7 |
| Overcharges—Freight. (See Freight Claims.) | 620.82 |
| Overhead and Subgrade Bridges. (See Bridges.) | 331.145 |
| Overloading of Freight cars. | 542.34 |
| Overtime. | 012.31 |
| Owned Lines. | 130 |

RAILROAD CORRESPONDENCE FILE

P.

| | |
|--|-----------|
| Packing boxes—Tools for. | 401.34 |
| Packing for Company use—Orders for, supply, etc. | 029.71 |
| Packing House Products—Rates, movement, etc. | 622.3 |
| Packing, Waste, etc., for Company use—Orders, supply, etc. | 029.7 |
| Painting. | 300.32 |
| buildings. | 350.2 |
| Freight cars. | 413.042 |
| instructions, standard colors, etc. | 300.321 |
| Locomotives. | 411.042 |
| Passenger cars. (See Cars.) | 412.042 |
| tools. | 431.05 |
| Paints, Oils, etc.—Rates, movement, etc. | 627.1 |
| Paints, varnishes, oils for Company use—Orders for, supply, etc. | 021.4 |
| Panels for Passenger cars. | 412.121 |
| Paper Mills and their products—Rates, movement, etc. | 626.4 |
| Parlor Car Line Service. (See Cars—Passenger.) | 541.3 |
| Parlor Car Rates. (See Rates—Passenger.) | 610.13 |
| Tickets. | 610.24 |
| Parlor Cars. | 412.012 |
| Passenger Cars. | 412 |
| Passenger Car Expenses. | 234.2 |
| Clearing House for. | 234.21 |
| Stations. (See Stations.) | |
| Statistics. | 600.11 |
| Tariffs—Printing. | 025.221 |
| Traffic. (See Traffic.) | 610 |
| Traffic Associations. | 600.21 |
| Trains. (See Trains.) | |
| Passengers—Carrying on Freight trains. (See Trains—Freight.) | 610.86 |
| Ejecting—Rules governing. | 610.82 |
| gambling on trains. | 610.84 |
| Non-paying seated in Pullman cars when train is crowded. | 610.81 |
| robbed. | 610.83 |
| Passes. | 610.3 |
| Account charity. | 610.325 |
| Account Labor Organizations. | 610.326 |
| Agreements as to issue of exchange passes. | 610.321 |
| Alterations on. | 610.331 |
| and postal commissions for mail clerks. | 610.328 |
| Bulletining. | 610.330.1 |
| Counter-signature of. | 610.313 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Passes—Employees. | 610.324 |
| Annual and term. | 610.324.1 |
| Practice as to issuing to employes and families. | 610.324.5 |
| Rules governing requests. | 610.324.4 |
| Trip. | 610.324.2 |
| Express. | 650.12 |
| Ex-employees of Veteran Associations, etc. | 610.324.3 |
| Forgeries. | 610.332 |
| Giving shippers to influence traffic. | 610.322.1 |
| Good on freight trains. | 610.315.1 |
| Government and Municipal officials and employes. | 610.323 |
| Honoring identification cards for Transportation. | 610.327 |
| Instructions regarding. | 610.31 |
| Instructions regarding to Conductors. | 610.311 |
| Issue of to Shippers. | 610.322 |
| Live stock drovers transportation. | 610.322.2 |
| Lost and stolen. | 610.333 |
| Misuse of. | 610.33 |
| Orders for new supply. | 610.300.1 |
| Other. | 610.329 |
| Restricting, not good on certain trains. | 610.315 |
| Rules for making out. | 610.312 |
| Telephone and Telegraph—Franks. | 570.01 |
| to whom issued. | 610.32 |
| Patents and Copyrights. | 074 |
| Patterns. (See Machinery and tools.) | 431.31 |
| Paving of Streets in Cities and Towns. | 323.2 |
| Pay Rolls—Deductions on. | 218.63 |
| Peaches—Rates, movement, etc. | 621.412 |
| Peanuts. (See Nuts.) | |
| Peanuts—Sale of on trains. | 521.301 |
| Pears—Rates, movement, etc. | 621.413 |
| Pedestal caps—Locomotives. | 411.54 |
| Penitentiaries—Passenger rates, etc. | 611.94 |
| Pension Fund. (See Employees.) | 011.32 |
| Percentages. (See Rates—Freight.) | 620.121 |
| Per Diem charge for use of cars. | 542.411 |
| Performance of Locomotives. | 411.05 |
| Periodicals, books, newspapers, etc. | 003 |
| Permits to ride on Freight trains. | 610.86 |
| Personal expense bills. | 220.122 |
| Personal injuries. | 582 |
| Attempts to defraud Company. | 582.7 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Personal Injuries —Medical attendance. | 582.1 |
| Petroleum and other oils—Rates, movement, etc. | 627.11 |
| Phosphate rock—Rates, movement, etc. | 623.202 |
| Phosphor bronze for Company use. (See Alloys.) | 024.52 |
| Photographic Supplies. | 025.235 |
| Photographs and pictures for Company use—Orders for, supply, etc. | 025.53 |
| Physical Requirements, Employees. | 011.122 |
| Pickles. (See Cider, Vinegar and pickles.) | 621.11 |
| Picks for Company's use. | 026.33 |
| Picnics—Passenger rates for, etc. | 617.23 |
| Piece-work system. (See Employees.) | 012.02 |
| Pig iron, cinder, scale—Rates, movement, etc. | 625.302 |
| Pile driver. | 414.013.4 |
| Pilot—Locomotive. | 411.68 |
| Pins—Crank, side and main, Locomotive. | 411.44 |
| Pipe for Company use—Orders for, Contracts, etc. | 029.81 |
| Cast iron—Orders for, supply, etc. | 029.812 |
| Iron, Cast or wrought—Rates, movement, etc. | 625.15 |
| for Company use—Sewer, Orders for, supply, etc. | 029.813 |
| Wrought iron, Orders for, supply, etc. | 029.811 |
| Line Crossings. (See Licenses.) | 312.21 |
| Pipes —Air brake. | 410.222 |
| Steam, Locomotive. | 411.15 |
| Piston and piston rods—Locomotive. | 411.48 |
| Plans of power plants. | 434.01 |
| of shops. | 430.01 |
| M. of E. | 400.01 |
| M. of W. (See Maps.) | 300.01 |
| Plants —Electric. | 434.2 |
| Hydraulic. | 434.4 |
| Pneumatic. | 434.3 |
| Plaster rock. (See Cement.) | 623.301 |
| Plate glass car. | 413.019.3 |
| Platform scales. | 351.123 |
| Platforms for passenger cars. | 412.22 |
| Station. | 351.02 |
| Pleasure resorts —Passenger rates, etc. | 617.2 |
| Plumbers' coverings for Company use—Orders for, supply, etc. | 029.83 |
| fittings for Company use—Orders for, supply, etc. | 029.82 |
| material for Company use—Other, Orders for, supply, etc. | 029.89 |
| tools for Company use—Orders for, supply, etc. | 029.84 |
| Plumbing supplies, pipe, etc., for Co. use—Orders for, supply, etc. | 029.8 |
| Plums —Rates, movement, etc. | 621.414 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Pneumatic plants. | 434.3 |
| Air compressors. | 434.31 |
| for electric power and lighting. | 434.203 |
| Telegraph. (See Telegraph.) | 571.11 |
| Police service. | 071.11 |
| Poling car. | 414.015 |
| Political League—Railway and Telegraph Employes. | 013.292 |
| Pony express service | 650.11 |
| Pool—Freight car. (See 234.31.) | 413.043.1 |
| Porter (alcoholic liquors)—Rates, movement, etc. | 627.22 |
| Porters sleeping. | 541.321 |
| Position of cars in Freight trains. | 522.12 |
| Passenger trains. | 521.11 |
| Postage stamps. | 025.242 |
| Postal Commissions—Honoring for Transportation. | 610.328 |
| Potatoes—Rates, movement, etc. | 621.482 |
| Pottery. (See Earthenware.) | 623.305 |
| Poultry car. | 413.013 |
| game and fish—Rates, movement, etc. | 622.2 |
| Powder and high explosives—Rates, movement, etc. | 626.56 |
| Power Generators—Electric. | 434.21 |
| Houses—Specifications, plans, etc. | 359.2 |
| Location. | 434.02 |
| Plans. | 434.01 |
| Plants. | 434 |
| Power transmission. | 434.1 |
| Premiums—Coal consumption. | 411.052 |
| Prepay Freight. | 620.033 |
| Presbyterian Societies—Passenger rates, movement, etc. | 612.32 |
| Preserves, catsup, etc.—Rates, movement, etc. | 621.12 |
| Presses, Letter, for Company use—Orders for, supply, etc. | 025.234 |
| Printing blank forms and books. | 025.211 |
| Printing, Circulars and Miscellaneous. | 025.22 |
| Freight Tariffs. | 025.222 |
| Passenger Tariffs. | 025.221 |
| Stock, Bonds and Mortgages. | 025.223 |
| Tickets and Cash Fare Checks. | 025.224 |
| Time Tables. | 025.225 |
| Private cars. | 412.016 |
| Movement of. | 541.23 |
| Private Freight cars. (See Cars—Freight.) | — |
| Prize fights—Passenger rates for, etc. | 615.6 |
| Profiles. (See Maps.) | 300.013 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Program—Bridge—Repairs, Renewals, etc. | 331.13 |
| Car. | 410.042 |
| Fencing. | 301.03 |
| Locomotive. | 410.041 |
| Renewals of Roadbed, etc. | 300.3 |
| Renewals of Rails. | 342.03 |
| Scale. | 351.120.1 |
| Telegraph and telephone. | 570.32 |
| Tie. | 341.03 |
| Tool. | 431.04 |
| Property—Appraisalment of, for Taxation. | 073.2 |
| Purchase and sale of. (See Right-of-way.) | 311.2 |
| Pro-rating loss and damage on freight with other lines. | 620.852 |
| terminal charges and switching rates. | 620.151.1 |
| Protection of Roadbed Structures. | 331.05 |
| Publication, Information for. | 003.1 |
| Public Institutions—Passenger rates, movement, etc. | 611.8 |
| Other—Passenger rates, etc. | 611.89 |
| Pulleys for Company use—Orders for, supply, etc. | 029.95 |
| Pullman Cars. (See Sleeping cars.) | |
| Pumps—Air brake. | 410.221 |
| and pump material—Rates, movement, etc. | 625.16 |
| for Company use—Orders for, supply, etc. | 029.94 |
| for water Stations. | 353.23 |
| Push car. | 414.013.1 |
| Putty and white lead—Rates, movement, etc. | 627.13 |

Q.

| | |
|--|---------|
| Quakers and Friends—Passenger rates, movement, conventions, etc. | 612.394 |
|--|---------|

R.

| | |
|---|---------|
| Racks for Passenger cars. | 412.45 |
| Radiators. (See Furnaces, heaters and radiators.) | 625.11 |
| Rags—Rates, movement, etc. | 626.101 |
| Rail and Lake Freight rates. | 620.123 |
| Rail. (See Rails.) | |
| Rail benders. | 026.34 |
| braces. | 342.43 |
| Broken. | 342.11 |
| creeping of Track—Anchoring. | 342.44 |
| Fastenings. | 342.4 |
| Inspection. | 342.02 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Rail Joints. | 342.41 |
| joints—Effect on cost of maintenance of track. | 342.411 |
| Laying. | 342.2 |
| Laying—Practice, Rules for, cost of. | 342.21 |
| Lengths. | 342.012 |
| Life of. | 342.12 |
| Lubricating on curves. | 342.123 |
| Number of ties per rail. | 341.05 |
| Program for renewals, etc. | 342.03 |
| Re-rolling. | 342.122 |
| Re-sawing. | 342.121 |
| Section of, Weight. | 342.011 |
| Spacing at joints. | 342.22 |
| Specifications. | 342.01 |
| Tests. | 342.013 |
| tongs. | 026.35 |
| Wear and breakage of. | 342.1 |
| Rails. (See Rail.) | <hr/> |
| Rails and fastenings—Rates, movement, etc. | 625.33 |
| and their fastenings. | 342 |
| Railroad crossings. | 324 |
| Railroads, Other than Home Lines—Competition with. | 080.1 |
| Railroads—Other—Capital Stock of. | 211.92 |
| Relations with. | 08 |
| Steam. | 081 |
| Railway and Telegraph Employes' Political League. | 013.292 |
| Loyal League. | 013.291 |
| Railways—Government control of. | 070.1 |
| Industrial, or Shop. | 352.1 |
| Street, Traction, Trolley. | 081 |
| Rams—Hydraulic. | 433.5 |
| Rates—Baggage. | 630.3 |
| Basis for making quotations, divisions of, percentages, com- | |
| missions, agreements for maintenance. | 601.1 |
| for detouring. | 520.383 |
| Freight. | 620.1 |
| Charge for use of idlers. | 620.041 |
| C. O. D. (Collect on Delivery.) | 620.032 |
| Commissions. | 620.031 |
| Export. | 620.13 |
| Import. | 620.14 |
| Joint. | 620.12 |
| Local. | 620.11 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Fares—Freight—Percentage or Divisions. | 620.121 |
| Prepay. | 620.033 |
| Proportional. | 620.122 |
| Rail and Lake. | 620.123 |
| Reduced. | 620.16 |
| Reduced account Charity. | 620.164 |
| Reduced, Contractor's Material. | 620.165 |
| Reduced, Company material and supplies. | 620.162 |
| Reduced, Government. | 620.161 |
| Reduced, Railroad employees. | 620.163 |
| General—Zone rates, etc. | 601 |
| Insurance. | 030.3 |
| Mail. | 641.1 |
| Passenger. | 610.1 |
| Clergymen's. | 610.145 |
| Differentials. | 610.11 |
| Emigrant. | 610.144 |
| Employes reduced. | 610.141 |
| Excursion. | 610.146 |
| Extra or excess fare on certain trains. | 610.12 |
| Home-seekers and others to point off Home Lines. | 610.146.2 |
| To points on Home Lines. | 610.146.1 |
| Government. | 610.142 |
| Laws regulating. | 610.147 |
| Other reduced. | 610.149 |
| Reduced account charity. | 610.149.1 |
| Sleeping and parlor car. | 610.13 |
| Special. | 610.14 |
| Suburban or commutation. | 610.143 |
| Switching. (See Terminal charges.) | 620.151 |
| Telegraph service. | 572.2 |
| Telephone service. | 573.2 |
| Reach rod—Locomotive. | 411.22 |
| Reading rooms—Railway and Y. M. C. A. | 011.33 |
| Real Estate. (See Right-of-way.) | |
| Real Estate Accounts. | 221.7 |
| Rebate on Material. | 020.51 |
| Receiverships. | 200.2 |
| Reclamation of freight on claims. | 620.853 |
| Reconnaissance. (See Surveys.) | 310.1 |
| Record of Employes. | 011.221 |
| Record—Staff and discipline. | 011.22 |
| Stock transfers. | 211.01 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Records and statements—Equipment. (See Statistics.) | 400.21 |
| Redemption of tickets. | 610.205 |
| Reduction in Expenses. | 230.1 |
| Reduced freight rates. (See Rates.) | 620.16 |
| Reformed Presbyterian Societies—Pass. rates, movement, conventions, etc. | 612.323 |
| Refrigerator car. | 413.015 |
| Refund—Express charges. | 653 |
| Freight. (See Freight Claims.) | 620.82 |
| of fares. | 610.87 |
| Terminal charges and switching rates. | 620.151.3 |
| Register—Locomotive classification. | 411.020.1 |
| Register—Stock. | 211.02 |
| Registering trains. | 520.302 |
| Relations with Federal, State and Municipal Governments. | 07 |
| with Individual car lines. (See Cars—Freight.) | 542.480.1 |
| with Insurance Companies. | 038 |
| with other Transportation Companies. | 08 |
| with traveling public. | 610.8 |
| Release, Minors. | 014.1 |
| Relief Association for Employes. | 011.31 |
| Remittances. | 217.4 |
| Agents depositing money. | 217.41 |
| Express rates on. | 217.401 |
| Failure to make promptly. | 217.42 |
| Telegraph service. | 572.31 |
| Rental of Locomotives. (See Locomotives—Lease of.) | 530.11 |
| Repair cards.—Maintenance of Equipment. | 413.043.4 |
| Repairs—Freight cars. | 413.043 |
| Freight car, Rules. | 413.043.3 |
| Locomotive. | 411.043 |
| Passenger cars. (See Cars.) | 412.043 |
| Shops. | 300.33 |
| Replies to Correspondence, Requests for. | 004.2 |
| Reports—Annual. | 200.4 |
| of Committees. | 010.4 |
| to Interstate Commerce Commission. | 070.22 |
| Weather. | 007.1 |
| Requests for replies to Correspondence. | 004.2 |
| Requirements as to physical condition of men. | 011.122 |
| with respect to sense of sight, hearing, etc. | 011.122.1 |
| Requisitions. (See Material.) | 020.5 |
| for lumber. | 021.1 |
| Reservation of space—Sleeping, parlor and observation cars. | 541.31 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Reservoir—Brake. | 410.223 |
| Resin—Rates, movement, etc. | 624.01 |
| Responsibility for accidents while detouring. | 520.382 |
| for loss and damage of freight. | 620.854 |
| in transferring freight. | 620.854.2 |
| for stolen freight. | 620.854.1 |
| Restaurants. (See Stations—Passenger.) | 513.102 |
| Restaurants—Supplies. (See Dining cars and restaurants.) | 027.1 |
| Re-surveys. (See Surveys.) | 310.1 |
| Retiring stock. | 211.04 |
| Revenue—Telegraph Service. | 572.3 |
| Right-of-Way. | 310 |
| Conditions. | 300.31 |
| Encroachments. | 313 |
| Ejecting encroachers and squatters. | 313.2 |
| Fencing property to prevent adverse possession. | 313.1 |
| Incur no obligation when purchasing property. | 311.11 |
| Lease of. (See Leases.) | 312 |
| Opening streets across. | 323.3 |
| Planting trees along. | 314.23 |
| Purchase and sale of. | 311 |
| Purchase of. | 311.1 |
| Sale of. | 311.2 |
| Rivets for Company use. (See Bolts, nuts, etc.) | 024.7 |
| Roadbed. | 330 |
| Condition of. | 330.2 |
| Protection of. | 331.05 |
| Standard. | 330.1 |
| Roadway and Structures. | 300 |
| Condition of. | 300.3 |
| Condition of—Cleaning shops, yards, right-of-way, etc. | 300.31 |
| Roadway Cars. (See Work Cars.) | 414.013 |
| Robberies. (See Police Service.) | |
| Rocker arm and box—Locomotive. | 411.25 |
| Rods. (See Nails, wire and rods.) | 625.31 |
| Side and main for Locomotives. | 411.45 |
| Rolling Bridges. | 331.144 |
| Rolling Stock—General. | 410 |
| Inspection of. (See Inspection.) | 410.02 |
| Insurance. | 034 |
| Lettering, marking and numbering. | 410.01 |
| Lubrication of. | 401.1 |
| Roof—Freight cars. | 413.14 |
| Roofs for Passenger cars. | 412.13 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|------------|
| Rope and cordage for Company use—Orders for, supply, etc. | 029.91 |
| Routes—Mail. | 641.1 |
| Routing and Billing—Billing irregularities. | 620.301.2 |
| Billing irregularities—Loaded cars billed as empty and vice versa. | 520.301.21 |
| Changing destination of freight. | 620.32 |
| Diversions and loss of shipments. | 620.33 |
| Errors, return of missent freight. | 620.301.3 |
| Freight. | 620.3 |
| Freight arrangements. | 620.301.1 |
| Instructions, methods, etc. | 620.301 |
| Re-billing. | 620.301.6 |
| Shippers' marks. | 620.36 |
| Through billing. | 620.301.5 |
| To prepay stations. | 620.301.4 |
| Routing freight. | 620.35 |
| Orders of patrons. | 620.353 |
| via Home lines. | 620.351 |
| via other lines. | 620.352 |
| Rubber and Dating Stamps. | 025.243 |
| Rubber bands for Company use—Orders for, supply etc. | 025.26 |
| Rubber goods for Company use.—Orders for, supply, etc. | 029.33 |
| Rules—Book of. (See Employes.) | 011.21 |
| for Interchange of Freight cars. | 542.401 |
| for loading and unloading. | 542.31 |
| for making out passes. | 610.312 |
| for operation of yards. (See Yards.) | 512.01 |
| for repairs to Freight cars. | 413.043.3 |
| governing employment of men. (See Employes.) | 011.12 |
| Signal. | 560.2 |
| Running boards—Locomotive. | 411.67 |
| Running gear—Locomotive. | 411.4 |
| Running of trains. | 520.3 |
| Rye—Rates, movement, etc. | 621.34 |

S.

| | |
|---|---------|
| Safes for Company use—Orders for, supply, etc. | 025.17 |
| Safes, vaults and prison work—Rates, movement, etc. | 625.13 |
| Safety Appliances. | 410.05 |
| Inspection of. | 410.051 |
| U. S. Laws. | 410.057 |
| Safety chains. | 410.14 |
| Safety Measures—Signals. (See Signals.) | _____ |

S
T
U
V
W
Y
Z

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Safety valve. | 411.161 |
| Salaries. (See Employees.) | 012.1 |
| Sale of cars. | 410.045.2 |
| of Equipment. | 410.045 |
| of Liquors on Dining Cars. | 541.403 |
| of Locomotives. | 410.045.1 |
| Salt—Rates, movement, etc. | 623.91 |
| Salvage Corps—Insurance. | 038.2 |
| Sand and gravel—Rates, movement, etc. | 623.32 |
| • Sand for Company use—Orders for, etc. | 021.2 |
| Sand tracks in Yards. | 347.012 |
| Sanders and sanding appliances—Locomotive. | 411.63 |
| Sanitation for Freight cars. | 413.041 |
| for Passenger cars. | 412.041 |
| Sash balances for Company use—Orders for, supply, etc. | 029.122 |
| for Passenger cars. | 412.33 |
| Sash lifts for Company use—Orders for, supply, etc. | 029.121 |
| Sash stops for Company use—Orders for, supply, etc. | 029.123 |
| Saws for Company use—Orders for, supply, etc. | 026.42 |
| Scale program. | 351.120.1 |
| Scale test car. | 414.011.1 |
| Scales and Loading Gages. | 351.12 |
| Scales—For cars. | 351.124 |
| Platform. | 351.123 |
| Re-locating. | 351.120.5 |
| Renewal. | 351.120.4 |
| Repairing. | 351.120.3 |
| Testing. | 351.120.2 |
| Track. | 351.122 |
| Scalping tickets. | 610.202 |
| Scenery—Theatrical. | 614.01 |
| Schedules. (See Time Tables.) | 520.31 |
| Insurance. | 030.4 |
| School supplies—Rates, movement, etc. | 626.64 |
| Schools—Railway. (See Employees.) | 011.35 |
| Scottish Rite Masons—Passenger rates, movement, conventions, etc. | 612.213 |
| Scrap. (See Material.) | 020.24 |
| and Junk—Rates, movement, etc. | 625.02 |
| Screens—Passenger cars. | 412.34 |
| Window, for company use. (See Window screens.) | 029.125 |
| Screws for Company use. | 024.7 |
| Seal—Corporate. | 110.2 |
| Seals—Freight car. | 413.32 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Seashore resorts—Passenger rates, etc. | 617.21 |
| Seats—Passenger cars. | 412.41 |
| Secret Societies—Other—Passenger rates, movement, conventions, etc. | 612.29 |
| Securities—Interest-bearing. | 215 |
| Seeds—Rates, movement, etc. | 621.301 |
| Seeds for Company use—Orders for, supply, etc. | 029.93 |
| Semaphore. (See Interlockings.) | 563 |
| Sewer and drain tile pipe—Rates, movement, etc. | 623.306 |
| Sewing Machines—Rates, movement, etc. | 625.22 |
| Shades for Passenger cars. | 412.32 |
| Shades, Lamp and lantern for Company use—Orders for, supply, etc. | 022.244 |
| Sheathing for Passenger cars. | 412.122 |
| Sheep—Rates, movement, etc. | 622.14 |
| Sheet and tin plate bars—Rates, movement, etc. | 625.34 |
| Shipment and delivery of Bridges. | 331.16 |
| Shippers—Issue of passes to. | 610.322 |
| Shippers' marks. (See Routing and billing freight.) | 620.36 |
| Shoes—Brake. | 410.201 |
| Shop regulations. (See Employees.) | 011.2 |
| Shops. (See also Engine houses and shops.) | 430 |
| and Engine Houses. | 352 |
| Maintenance. | 352.01 |
| Classification of. | 430.02 |
| Cleaning. | 300.31 |
| Electric Machinery for. (See Electric power and lighting ap- pliances.) | 434.2 |
| Foreign. | 430.09 |
| Heating and ventilating of. | 430.3 |
| Lighting of. | 430.4 |
| Location. | 430.03 |
| Output of. | 430.1 |
| Condition of work under way. | 430.11 |
| Movement of engines through engine houses. | 430.12 |
| Plans. | 430.01 |
| Power plants. (See Power plants.) | 434 |
| Repairs of. | 300.33 |
| Shot—Rates, movement, etc. | 626.53 |
| Shows and Circuses—Passenger rates, movement, etc. | 613 |
| Shows, Other—Passenger rates, movement, etc. | 613.9 |
| Wild West—Passenger rates, movement, etc. | 613.1 |
| Shovels for Company use—Orders for, supply, etc. | 026.43 |
| Side bearings—Freight car. | 413.113 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Side dump car. | 413.012 |
| Sidewalk improvements—Assessments account of. | 323.2 |
| Siding—Freight car. | 413.13 |
| Passenger car. | 412.12 |
| Sidings—Private—Agreements, division of cost, etc. | 349 |
| to Mines—Policy regarding construction and maintenance. | 349.1 |
| Sight—Requirements with respect to—Employees. | 011.122.1 |
| Signal Houses—Plans, specifications, etc. | 359.3 |
| Signal Lanterns—Broken globes. | 569.11 |
| Tower—Plans, etc. | 359.31 |
| Signals—Block—Operation. | 563 |
| Block—Semaphore—Electric. | 563.2 |
| Gas. | 563.5 |
| Pneumatic. | 563.4 |
| Disk—Electric. | 563.3 |
| Manual System. | 563.1 |
| Broken parts. | 569.11 |
| Car Inspectors'. | 569.2 |
| Classification. | 562.1 |
| Classification flags. | 562.11 |
| Classification lamps. | 562.12 |
| for crossings (Other than interlocking). (See Crossings.) | _____ |
| Forms, colors, sounds. | 560.01 |
| Interlockings. (See Interlockings.) | 564 |
| Oil, kind to use. | 560.3 |
| Other. | 569 |
| Rules. | 560.2 |
| Safety measures. | 560 |
| Station. | 561 |
| Station flags. | 561.1 |
| Supervision of. | 560.1 |
| Train. | 562 |
| Air whistle. | 562.22 |
| Apparatus for. | 562.21 |
| Bell cords. | 562.23 |
| Inter-communication. | 562.2 |
| Lanterns. | 569.1 |
| Signs. | 302 |
| Crossing, and whistle posts. | 321.3 |
| Mile posts. | 302.1 |
| Station. | 351.04 |
| Silk—Rates, movement, etc. | 626.13 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Sills—Freight car. | 413.111 |
| Passenger car. | 412.111 |
| Slag—Use of as ballast. | 332.3 |
| Rates, movement, etc. | 625.01 |
| Slate and roofing material—Rates, movement, etc. | 623.304 |
| Sleeping Car Line Service. (See Cars—Passenger.) | 541.3 |
| Car Rates. (See Rates—Passenger.) | 610.13 |
| Car Tickets. | 610.24 |
| Sleeping cars. | 412.012 |
| Non-paying passengers seated in. | 610.81 |
| Sloping Embankments. | 314.2 |
| Slow time, Freight trains—Complaints regarding, etc. | 522.211 |
| Smoke box—Locomotive. | 411.14 |
| Smoke consumers—Locomotive. | 411.141 |
| Snow and Ice obstructing Tracks. | 345.2 |
| Snow flangers. | 414.018.3 |
| Snow plows. | 414.018.3 |
| Soap, candles and soap stock—Rates, movement, etc. | 622.03 |
| Soap for Company use—Orders for, supply, etc. | 029.21 |
| Soap for Passenger cars. | 412.422 |
| Societies, Other Church—Passenger rates, movement, conventions, etc. | 612.39 |
| Army and Navy. | 612.1 |
| College. | 612.4 |
| Educational. | 612.5 |
| Labor Organizations. | 612.7 |
| Passenger rates, movement, conventions, etc. | 612 |
| Political. | 612.6 |
| Religious, passenger rates, movement, conventions, etc. | 612.3 |
| Secret, passenger rates, movement, conventions, etc. | 612.2 |
| Social Clubs. | 612.8 |
| Soda and soda ash—Rates, movement, etc. | 623.92 |
| Sodding Embankments. | 314.2 |
| Sofas for Company use—Orders for, supply, etc. | 025.13 |
| Solar engines. | 433.9 |
| Solder for Company's use. | 024.53 |
| Soldiers Homes. | 611.85 |
| National. | 611.851 |
| State. | 611.852 |
| Soliciting traffic. | 620.4 |
| Span, Bridge—Length of. | 331.143 |
| Spanish War Veterans—Passenger rates, movement, conventions, etc. | 612.13 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Special cars of foreign lines—Movement, of. | 541.22 |
| of home lines—Movement of. | 541.21 |
| Special trains. | 529 |
| Specifications and plans for buildings. | 350.01 |
| and tests of material. | 020.1 |
| Ballast. | 332.01 |
| Bridge. | 331.11 |
| Fence. | 301.01 |
| Frogs and switches. | 342.501 |
| Masonry. | 331.061 |
| Rail. | 342.01 |
| Roadbed structures. | 331.01 |
| Ties. | 341.01 |
| Track. | 340.1 |
| Speed of trains. | 520.312 |
| Speed recorders. (See Trains—Speed of.) | 520.312.1 |
| Spelter—Rates, movement, etc. | 623.201 |
| Spikes—Track. | 342.45 |
| Splitting Passenger trains. | 521.12 |
| Sponges for Company use—Orders for, supply, etc. | 029.26 |
| Sporting goods—Rates, movement, etc. | 626.63 |
| Sports—Passenger rates, meetings, etc. | 615 |
| Springs for Company use—Orders for, supply, etc. | 024.4 |
| Springs—Locomotive. | 411.52 |
| Truck. | 410.35 |
| Stack, Smoke—Locomotive. | 411.14 |
| Staff and discipline record. (See Employes.) | 011.22 |
| Staff—Meetings of. | 010.1 |
| Stake pockets and stakes. | 413.12 |
| Stamps—Postage. | 025.242 |
| Rubber and dating. | 025.243 |
| Stand pipes. | 353.21 |
| State Boards of Equalization. | 073.1 |
| State Fairs—Passenger rates for, etc. | 616.32 |
| State Conventions. | 612.604 |
| Statements, "Bad Order cars." | 413.043.2 |
| Location of Freight cars. | 542.203 |
| M. of E. | 400.21 |
| Station. (See Stations.) | |
| Station Agents Association. | 013.28 |
| arrangements—Freight. | 351.1 |
| Passenger. | 351.2 |
| Buildings and arrangement. | 351 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Station Agents Association—Flags. (See Signals.) | 561.1 |
| Grounds—Ornamentation of. | 351.03 |
| Layout—Standard. | 351.01 |
| Names. | 513.01 |
| platforms and sheds. | 351.02 |
| Signals. (See Signals.) | 561 |
| Signs. | 351.04 |
| Stationary boilers and furnaces. | 432 |
| engines. | 433 |
| Stationery for Company use—Orders for, supply, etc. | 025.2 |
| Ink, etc.—Rates, movement, etc. | 626.62 |
| Stations. (See Station.) | |
| Stations—Freight, Ballot System. | 513.203 |
| Capacity of. | 513.201 |
| Cooperage. | 513.204 |
| Labor saving appliances. | 513.205 |
| Tonnage system. | 513.202 |
| Working. | 513.2 |
| Fuel. | 353.1 |
| Machinery for. | 353.11 |
| Passenger—Barber shops. | 513.103 |
| Carriages, omnibuses, etc. | 513.101 |
| Hotels and restaurants. | 513.102 |
| Suburban, Operation, etc. | 513.12 |
| Union and large Terminal | 513.11 |
| Working of. | 513.1 |
| Receipts and Expenditures. | 513.02 |
| Transfer—Grain elevators. | 513.211 |
| Working. | 513.21 |
| Water. | 353.2 |
| machinery, pumps, etc. | 353.23 |
| Purification of water for, filters, analysis of, etc. | 353.241 |
| Standpipes for. | 353.21 |
| Tanks and tubs for. | 353.22 |
| Track tanks. | 353.221 |
| Water, gas and gasoline engines for. | 353.232 |
| Water supply for. | 353.24 |
| Wind pumps for. | 353.231 |
| Working. | 513 |
| Statistics—Coal, ore and coke. | 623.01 |
| Equipment records and statements. | 400.21 |
| General. | 002 |
| Interlocking. | 562.02 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Statistics—Maintenance of Equipment.. | 400.2 |
| Maintenance of Way. | 300.2 |
| Traffic freight. | 600.12 |
| Passenger. | 600.11 |
| Rates, etc. | 600.1 |
| Transportation and Storage. (C. T. Dep't.) | 500.1 |
| Treasury and Auditing Departments. | 200.01 |
| Statuary and Monuments—Rates, movement, etc. | 623.331 |
| Stay bolts. (See Locomotive—firebox.) | 411.115 |
| Steamboats. | 420.1 |
| Steam chest—Locomotive. | 411.32 |
| heat apparatus and supplies—Orders for, supplies, etc. | 022.12 |
| heat for Passenger cars. | 412.022 |
| Railroads (Other than Home Lines). | 081 |
| shovel. | 414.013.4 |
| Steel and Iron Products, Other—Rates, movement, etc. | 625.39 |
| Steel for Company use—Orders for, supply, etc. | 024.3 |
| Castings. | 024.31 |
| forgings. | 024.32 |
| Steps—Freight car. | 413.22 |
| Locomotive. | 411.67 |
| Passenger car. | 412.22 |
| Stock. (See Capital Stock.) | <hr/> |
| Account. (See Material.) | 020.3 |
| Bonds, and Mortgages—Printing. | 025.223 |
| Cars. | 413.014 |
| Exchange—Listing stock on. | 211.03 |
| of miscellaneous corporations. | 211.94 |
| of other railroads. | 211.92 |
| of Subsidiary companies. | 211.91 |
| pens and chutes. | 351.11 |
| Register. | 211.02 |
| Retiring. | 211.04 |
| Transfers. | 211.01 |
| Stockholders' meetings. | 111.01 |
| Stone ballast. | 332.1 |
| Rates, movement, etc. | 623.31 |
| sand, etc., for Company use—Orders for, supply, etc. | 021.2 |
| sand, clay, etc., and their products—Rates, movement, etc. | 623.3 |
| Stoneware. (See Earthenware.) | <hr/> |
| Storage. (See also Transportation and Storage.) | <hr/> |
| and freight charges on unclaimed and refused freight. | 620.831 |
| Batteries, Electric. | 434.205 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Storage—charges—Freight. (See also Terminal charges.) | 620.155 |
| Baggage. | 630.2 |
| of Freight cars. (See Cars—Freight.) | 542.212 |
| Warehouses. (See Warehouses.) | 513.22 |
| Storing material. | 020.4 |
| Stoves. (See Hardware and stoves.) | 625.14 |
| and stove supplies for Company use—Orders for, supply, etc. | 022.11 |
| for Passenger cars. | 412.021 |
| Straw—Rates, movement, etc. | 621.303 |
| Strawberries—Rates, movement, etc. | 621.421 |
| Strawboard—Rates, movement, etc. | 621.303.1 |
| Street and sidewalk improvements, paving, etc. | 323.2 |
| Street—Crossings. (See Crossings.) | |
| Railway Crossings. | 325 |
| Railways. | 083 |
| Streets—Opening and closing across right-of-way. (See Right-of-Way.) | 323.3 |
| Stretchers for Injured Persons. | 582.01 |
| Stresses—Bridge. | 331.141 |
| Strikes. (See Employes.) | 013.1 |
| Striking plates—Freight car. | 413.112 |
| Passenger car. | 412.112 |
| Stringers—Freight car. | 413.111 |
| Passenger car. | 412.111 |
| Strip tickets. | 610.213 |
| Structures—Clearance dimensions. | 331.02 |
| Roadbed. | 331 |
| Inspection and preservation. | 331.04 |
| Masonry. | 331.06 |
| Protection. | 331.05 |
| Renewal, Sale of. (Program.) | 331.03 |
| Specifications for. | 331.01 |
| Stylograph—Orders for, supply, etc. | 025.233 |
| Subscriptions, Contributions, Donations. | 602.2 |
| Subsidiary Companies—Stock of. | 211.91 |
| Bond of. | 212.91 |
| Suburban Passenger Rates. | 610.143 |
| Passenger Stations. | 513.12 |
| Tickets. | 610.213 |
| train service. | 521.34 |
| Sugar, molasses and syrup—Rates, movement, etc. | 621.52 |
| Sulphate of copper for Company use—Orders for, supply, etc. | 027.222 |
| Summonses—Court. | 070.6 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Sunday train service. | 520.34 |
| Sundays—Working on. | 012.35 |
| Supervision of Signals. | 560.1 |
| Supplies for Dining cars. (See 027.1.) | |
| Supply car. | 414.012 |
| Supply of Freight cars. (See Cars—Freight.) | 542.1 |
| of Passenger cars. (See Cars—Passenger.) | 541.1 |
| Surety Bonds. | 212.8 |
| Surgical tools. (See Musical instruments and surgical tools.) | 625.26 |
| Surplus material—Disposition for. | 020.23 |
| Surveys, Re-surveys, reconnaissance. | 310.1 |
| Swift Refrigerator Car Lines. | 542.482.2 |
| Switchboards and switches, Electric. (See Electric power and lighting appliances.) | 434.201 |
| Switch—Derails. | 342.523 |
| locks, keys, etc. | 342.522 |
| stands. | 342.521 |
| ties. | 341.2 |
| Switches. | 342.52 |
| Switching rates. (See Terminal charges.) | 620.151 |
| service—Complaints, etc. | 512.3 |

T.

| | |
|---|---------|
| Tables for Company use—Orders for, supply, etc. | 025.14 |
| Tallow pipes. | 401.33 |
| Tank cars. | 413.017 |
| Tanks. (See Boilers and tanks.) | 625.12 |
| Oil, for Stations. | 560.31 |
| for Water Stations. (See Water Stations.) | |
| tender. | 411.72 |
| Tar and pitch—Rates, movement, etc. | 624.03 |
| Tariffs. | 601.2 |
| Filing with Interstate Commerce Commission. | 601.211 |
| Freight—Printing. | 025.222 |
| Interstate. | 601.21 |
| Methods of issuing. | 601.201 |
| Passenger—Printing. | 025.221 |
| Posting. | 601.202 |
| Requests made for. | 601.203 |
| Requests received for. | 601.204 |
| Taxes and assessments. | 073 |
| Taxation—Appraisalment of Property for. | 073.2 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|---------|
| Teachers' Associations—Rates, etc. | 612.52 |
| Telegraph and Telephones. | 570 |
| Authorities. | 570.33 |
| Estimates, diagrams, etc. | 570.31 |
| Expenses. | 570.2 |
| Franks and passes. | 570.01 |
| Instructions to operators. | 570.1 |
| Program for renewal and extensions. | 570.32 |
| Renewal and extensions. | 570.3 |
| Use of wires for other than R. R. business. | 570.02 |
| and telephone supplies. (See material and supplies.) | 027.2 |
| Telegraph and telephone wire crossing. | 312.22 |
| battery material. | 571.4 |
| Construction. | 571 |
| Instruments for. | 571.3 |
| Cable. | 571.22 |
| Contracts. | 572.1 |
| Cross-arms. | 571.13 |
| Error sheet. | 572.311 |
| Free service. | 572.21 |
| instruments for Company use—Orders for, supply, etc. | 027.23 |
| insulators. | 571.23 |
| line—Construction. | 571.2 |
| line crossing. | 312.22 |
| offices—Opening and closing, etc. | 572.5 |
| poles. | 571.11 |
| poles and fixtures. | 571.1 |
| Rates. | 572.2 |
| Remittances. | 572.31 |
| Reports of remittances, etc. | 572.312 |
| Revenue. | 572.3 |
| Service. | 572 |
| Complaints regarding. | 572.01 |
| Special (Account elections, etc.) | 572.4 |
| tower—Plans, etc. | 359.31 |
| wire. | 571.21 |
| Wire reports. | 572.02 |
| Telephone Service. | 573 |
| Branch Exchanges. | 573.3 |
| Complaints. | 573.01 |
| Contracts. | 573.1 |
| instruments for Company use—Orders for, supply, etc. | 027.24 |
| Rates. | 573.2 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Telephone Service and Telegraph. | 570 |
| Use of in running trains. (See Dispatching.) | 52C.322 |
| Tenders. (See Locomotives.) | 411.7 |
| Terminal charges. | 620.15 |
| Belt or Terminal Railways. | 620.157 |
| Bridge tolls. | 620.156 |
| Cartage and drayage. | 620.152 |
| Floating. | 620.154 |
| Lighterage. | 620.153 |
| Storage. | 620.155 |
| Switching rates and agreements, payment of. | 620.151 |
| Switching rates—Absorbing. | 620.151.2 |
| Switching rates—Pro-rating. | 620.151.1 |
| Switching rates—Refunding. | 620.151.3 |
| Transfer between depots. | 620.152.1 |
| Terminals—Joint use of. | 510.5 |
| Lease of. (See Tracks and Terminals.) | 510.4 |
| Test cars. (See Cars, Work.) | |
| Tests—Fuel. (See Fuel.) | 023.01 |
| of Equipment. | 400.3 |
| of material. (See Material.) | 020.2 |
| of Rails. (See Rails.) | 342.013 |
| Textile Factories or Mills, Products of—Rates, movement, etc. | 626.1 |
| Theatrical baggage and scenery. (See Baggage.) | |
| Companies—Passenger rates, movement, etc. | 614 |
| Throttle—Locomotives. | 411.15 |
| Tickets. | 610.2 |
| and Cash Fare Checks—Printing. | 025.224 |
| Chart of forms. | 610.200.2 |
| Clergyman's order. | 610.214 |
| Coupon. | 610.22 |
| Excursion. | 610.215 |
| Extension of time limit. | 610.206 |
| Forgeries. | 610.203 |
| Furnished free to various people. | 610.201 |
| Interline. | 610.23 |
| Lost and stolen, Bulletining. | 610.204 |
| Mileage books, Interchangeable. | 610.212 |
| Order for new supply. | 610.200.1 |
| Other. | 610.29 |
| Redemption of. | 610.205 |
| Reduced rate. | 610.21 |
| Reduced rate, Employee's family. | 610.211 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Tickets—Sale of, Instructions regarding. | 610.200.3 |
| Scalping. | 610.202 |
| Sleeping and parlor car. | 610.24 |
| Suburban. | 610.213 |
| Tie plates. | 341.041 |
| Tie program for Renewals. | 341.03 |
| Ties. | 341 |
| (Iron and Steel) and Bands—Rates, movement, etc. | 625.303 |
| for Bridges. | 341.1 |
| Inspection. | 341.02 |
| Laying—Number per rail, etc. | 341.05 |
| Life of. | 341.04 |
| Marking. | 341.043 |
| Preservation of. | 341.042 |
| Specifications, dimensions, etc. | 341.01 |
| Switch. | 341.2 |
| Tile for Company use—Orders for, supply, etc. | 021.7 |
| Time—Standard. | 520.301 |
| Timetables and Schedules. | 520.31 |
| Timetables—Forms for and printing of. | 025.225 |
| Notice of changes in. | 520.310.1 |
| Tin for Company use. (See Metals—Minor.) | 024.6 |
| pig, bar or slab—Rates, movement, etc. | 623.251 |
| plate—Rates, movement, etc. | 623.252 |
| Rates, movement, etc. | 623.25 |
| scrap—Rates, movement, etc. | 623.258 |
| Tinware—Rates, movement, etc. | 623.253 |
| Tires—Locomotive. (See Locomotives.) | 411.41 |
| Tobacco—Rates, movement, etc. | 621.51 |
| Sale of on trains. | 521.301 |
| Toilet paper and holders for Passenger cars. | 412.421 |
| Toilet—Passenger cars. | 412.42 |
| Tolls and rates in general—Zone rates, etc. | 601 |
| Tolls—Bridge. (See Terminal charges.) | 620.156 |
| Tonnage rating of locomotives. | 531.1 |
| system for Freight stations. | 513.202 |
| Tool cars for wreck trains. | 414.018.2 |
| Tool houses. | 359.6 |
| Tools and instruments—Rates, movement, etc. | 625.25 |
| Tools and Machinery—Orders for, supply, etc. | 026 |
| Tools for Company use. (See Machinery and tools.) | _____ |
| for packing boxes. | 401.34 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Tools for Company Use—for shops. (See Machinery and tools.) | 431 |
| Hand, for Company use—Orders for, supply, etc. | 026.4 |
| Hand, for Company use, Other—Orders for, supply, etc. | 026.49 |
| Locomotive. | 411.602 |
| Plumbers', for Company use. (See Plumbers' tools.) | 029.84 |
| Track—Other. | 026.39 |
| Torpedoes. | 027.31 |
| Towels for Passenger cars. | 412.422 |
| Tower—Interlocking. (See Interlockings.) | 321.011 |
| Toys—Rates, movement, etc. | 626.91 |
| Tracers for Freight. | 620.34 |
| Tracing Freight cars. (See Cars, Freight.) | 542.204 |
| Track. (See Tracks.) | |
| Trackmen's Union. | 013.293 |
| Track indicating car. | 414.011.3 |
| Inspection. | 340.4 |
| car. | 414.011.4 |
| General Manager's. | 340.42 |
| President's. | 340.41 |
| Prizes for best section. | 340.401 |
| labor. | 340.2 |
| scales. | 351.122 |
| scoops—Tender. | 411.722 |
| skates. (See Yards.) | 347.013 |
| specifications. | 340.1 |
| spikes. | 342.45 |
| tanks. | 353.221 |
| Tools. | 026.3 |
| Tracks. | 340 |
| Anchoring. | 342.44 |
| and terminals—Joint use of. | 510.5 |
| Lease of. | 510.4 |
| Working. | 510 |
| Branch lines. | 348 |
| Creeping of. | 342.44 |
| Cross section. | 340.6 |
| Curves and alignment. | 340.52 |
| Elevation. | 340.7 |
| Emergency force. | 345.3 |
| Gage. | 340.61 |
| on curves. | 340.611 |
| Gradients. | 340.51 |
| Landslides and washouts. | 345.1 |
| Line and surface. | 340.35. |

RAILROAD CORRESPONDENCE FILE

| | |
|---|---------|
| Tracks—Longitudinal section. | 340.5 |
| Main and passing. (File papers regarding any particular track under No. 900.) | 346 |
| Obstruction to. | 345 |
| Operation of single track line, capacity, etc. | 511.1 |
| Operation of two or more tracks, capacity, etc. | 511.2 |
| Renewal and maintenance. | 340.3 |
| Snow and ice. | 345.2 |
| Working. | 511 |
| Traction Line—Crossings. | 325 |
| Traction, Trolley and Street Railways. | 083 |
| Traffic Associations. | 600.2 |
| Department Expenses. | 236 |
| Freight. | 620 |
| Passenger. | 610 |
| Rates, etc. | 600 |
| Relations with patrons. | 620.42 |
| Relations with patrons, Purchases from. | 620.421 |
| Shipments received from various firms. | 620.422 |
| Soliciting. | 620.4 |
| Train. (See Trains.) | <hr/> |
| Train Crews. | 520.01 |
| Calling trainmen. | 520.011 |
| Crewing relatives together. | 520.013 |
| First in, First out. | 520.014 |
| Number of men. | 520.012 |
| Accidents. | 581 |
| Dispatchers' Association. | 500.224 |
| earnings—Mileage and expenses. | 520.1 |
| signals. (See Signals.) | 562 |
| Service—Freight. | 522.3 |
| Freight—Fast Freight. | 522.31 |
| Passenger. | 521.3 |
| Passenger, Accommodation. | 521.33 |
| Passenger, Limited and excess fare. | 521.311 |
| Passenger, Mail. | 521.32 |
| Passenger, Through fast express. | 521.31 |
| Suburban. | 521.34 |
| Supplies for Company use—Orders for, supply, etc. | 027.3 |
| Trains. | 520 |
| Advertising, for Manufacturers. | 529.2 |
| Attempts to wreck. (See Wrecks.) | 581.07 |
| Detouring. (See Detour service.) | 520.38 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|-----------|
| Trains—Dispatching. | 520.32 |
| First in, First out. | 520.014 |
| Freight. | 522 |
| Carrying passengers, Permits to ride on. | 610.86 |
| Complaints of slow time and movement. | 522.211 |
| Delays and detentions. | 522.21 |
| Movement of. | 522.2 |
| Gambling on. (See Passengers.) | 610.84 |
| Newspaper. | 529.1 |
| Passenger. | 521 |
| Accessory Service—Contract with News Co's. | 521.301.1 |
| Accessory Service—Sale of Newspapers, Tobacco, Candy, etc. | 521.301 |
| Delays and Detentions. | 521.21 |
| Failure to make schedule time. | 521.211 |
| Holding for connections. | 521.212 |
| Make up of. | 521.1 |
| Movement of. | 521.2 |
| Position of cars in. | 521.11 |
| Splitting and consolidating. | 521.12 |
| Registering. | 520.302 |
| Running of. | 520.3 |
| Special. | 529 |
| Charge per mile for use of. | 529.01 |
| Special stops, flag stops, etc. | 520.311 |
| Speed of, Fast runs, etc. | 520.312 |
| Speed recorders. | 520.312.1 |
| Stopping on Crossings. | 323.5 |
| Sunday service. | 520.34 |
| Timetables. (See Timetables.) | 520.31 |
| Weight of. | 520.2 |
| Transfer of Locomotives. (See Locomotives, Assignment and trans- fer.) | 530.2 |
| of Passenger cars. (See Cars—Passenger.) | 541.01 |
| of Stock—Record of. | 211.01 |
| Stations—Working. | 513.21 |
| Transferring freight between depots—Charges. (See Terminal charges.) | 620.152.1 |
| Transportation and Storage. | 500 |
| of Baggage. | 630 |
| of children without attendants. | 610.85 |
| of Express goods. | 650 |
| of Mail. | 640 |

RAILROAD CORRESPONDENCE FILE

| | |
|---|------------|
| Transportation Department—Expenses. | 235 |
| Transformers—Electric. | 434.224 |
| Transmission of power. | 434.1 |
| Traveling Public—Relations with. | 610.8 |
| Treasury Department—Expenses. | 232 |
| Trees—Planting along Right-of-Way. (See Right-of-Way.) | 314.23 |
| Trolley Railways. | 083 |
| Tropical fruit, Other—Rates, movement, etc. | 621.439 |
| Tropical Products—Rates, movement, etc. | 621.5 |
| Truck brakes. | 410.220.22 |
| springs. (See Springs.) | 410.35 |
| Trucks. | 410.3 |
| and wheelbarrows—Rates, movement, etc. | 626.22 |
| Arch bars and channels. | 410.36 |
| Bolsters. (See Bolsters.) | |
| Freight car. | 410.302 |
| Locomotive. (See Locomotives.) | 411.43 |
| Miscellaneous. | 410.39 |
| Passenger car. | 410.301 |
| Tender. | 411.711 |
| Trunk Line Associations. | 600.201 |
| Trunks and satchels—Rates, movement, etc. | 622.011.4 |
| Truss rods—Freight car. | 413.114 |
| Trust Certificates, Voting. | 211.3 |
| Tugboats. | 420.1 |
| Tumbling shaft—Locomotive. | 411.23 |
| Tunnels. | 331.3 |
| Centers and false work. | 331.35 |
| Clearance dimensions. | 331.02 |
| Cross section. | 331.31 |
| Enlarging. | 331.311 |
| Inspection. | 331.32 |
| Lining. | 331.34 |
| Repairing. | 331.33 |
| Ventilation. | 331.36 |
| Turbines. | 433.5 |
| Turntables—Installing and taking out. | 347.02 |
| Turpentine—Rates, movement, etc. | 627.12 |
| Typewriters and supplies for Company use—Orders for, supply, etc. | 025.231 |

U.

| | |
|-------------------------------|--------|
| Unclaimed freight. | 620.83 |
| Underloading of Freight cars. | 542.34 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Uniforms, deductions for. | 218.632 |
| for employes. | 018.21 |
| Union News Company—Contract. | 521.301.1 |
| Union Stations. (See Stations.) | 513.11 |
| Unions. (See Labor Organizations and Employes.) | <hr/> |
| Unitarian Societies—Passenger rates, movement, conventions, etc. | 612.391 |
| United Presbyterian Societies—Passenger rates, movement, etc. | 612.322 |
| Universalist Societies—Passenger rates, movement, conventions, etc. | 612.392 |
| Unloaders—Coal. (For docks and wharves.) | 374.1 |
| Ore. (For docks and wharves.) | 374.2 |
| Upholstering material for Company use—Orders for, supply, etc. | 029.113 |
| Urinals for Passenger cars. | 412.421 |

V.

| | |
|--|-----------|
| Vacations. (See Employes.) | 012.32 |
| Vaccination. (See Employes.) | 018.31 |
| Value of stock material. | 020.22 |
| Valve motion—Locomotive. | 411.2 |
| rod—Locomotive. | 411.25 |
| Valves—Air brake. (See Brakes.) | 410.224 |
| Locomotive. (See Locomotives.) | 411.26 |
| Locomotive Safety. | 411.161 |
| Tender. | 411.723 |
| Varnishes for Company use. (See Paints, varnishes, oils.) | 021.4 |
| Varnishing Passenger cars. | 412.042 |
| Vaudeville Companies—Passenger rates, movement, etc. | 614.3 |
| Vaults. (See Safes, etc.) | 625.13 |
| Vegetable car. | 413.015 |
| Vegetables, Other—Rates, movement, etc. | 621.489 |
| Rates, movement, etc. | 621.48 |
| Vehicles and parts—Rates, movement, etc. | 626.21 |
| Velocipede car. | 414.013.1 |
| Ventilation and heating of buildings. | 350.3 |
| Ventilating cars. (See Cars.) | 412.02 |
| Freight cars. (See Cars—Freight.) | 413.02 |
| shops. | 430.3 |
| Ventilation of tunnels. (See Tunnels.) | 331.36 |
| Ventilators for Passenger cars. | 412.023 |
| Vestibules. (See Cars—Passenger.) | 412.21 |
| Vises—Orders for, supply, etc.—For Company use. | 026.45 |
| Voltmeters. | 434.204.1 |
| Voluntary Relief Department. | 011.31 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Voting Trust Certificates. | 211.3 |
| Vouchers. (See Bills and Vouchers.) | <hr/> |
| W. | |
| Wages and Salaries. (See Employees.) | 012 |
| Monthly allowances for expenditures. (See Employees.) | 012.01 |
| of employees. (See Employees.) | <hr/> |
| Wall paper for Company use—Orders for, supply, etc. | 025.52 |
| Warehouses—Bonded. | 513.23 |
| Storage. | 513.22 |
| Cold storage plants. | 513.221 |
| Washouts. | 345.1 |
| Wash stands for Passenger cars. | 412.422 |
| Waste for Company use—Orders for, supply, etc. | 029.72 |
| Waste, Lubricants, etc. | 029.7 |
| Watchhouses. (See Houses.) | 359.5 |
| Watchmen for Crossings. | 321.4 |
| Watches—Examination of, etc. | 520.301.2 |
| Water coolers and tanks for Passenger cars. | 412.46 |
| Engines and mills—Turbine. | 433.5 |
| heating apparatus for Company use—Orders for, supply, etc. | 022.13 |
| Purification of. | 353.241 |
| Stations. (See Stations.) | 353 |
| supply for Water stations. (See Stations.) | <hr/> |
| tubs and tanks. | 353.22 |
| Waters, Mineral—Rates, movement, etc. | 627.23 |
| Wattmeters. | 434.204.3 |
| Way-bills. | 620.316 |
| Card. | 620.316.2 |
| Conductors' cards. (Memo. bill.) | 620.316.5 |
| Delays in forwarding. | 620.316.3 |
| Manifests, duplicate copies of. | 620.316.1 |
| Showing weight on. | 620.316.4 |
| Weather Reports. | 007.1 |
| Weeds—Removal of from ballast. | 332.03 |
| Weighing and Inspection—Freight. | 620.2 |
| Freight, Board of Trade certificates, receipts, etc. | 620.201 |
| Freight, Weights—Estimated. | 620.21 |
| Freight, Weights—Minimum car load. | 620.22 |
| Freight, Weights—Shippers. | 620.23 |
| Freight cars. | 542.01 |
| Charges for. | 542.012 |
| mail. | 644 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Weight of Freight cars. | 413.001 |
| of Locomotives. | 411.001 |
| of Passenger cars. | 412.001 |
| of trains. (See Trains.) | 520.2 |
| of Work cars. | 414.001 |
| Western Baseball Association—Passenger rates, movement, etc. | 615.43 |
| Wharves. (See Docks, wharves and landings.) | 370 |
| Machinery for. | 374 |
| Wheat—Rates, movement, etc. | 621.31 |
| Wheelbarrows. | 626.22 |
| Wheels. | 410.31 |
| Brake. | 410.211 |
| Freight car. | 410.312 |
| Locomotive. (See Locomotives.) | 411.41 |
| Passenger car. | 410.311 |
| Whistle—Locomotive. | 411.66 |
| Posts and crossing signs. | 321.3 |
| Whitewash car. | 414.019.1 |
| Wicks, Lamp and lantern, for Co. use—Orders for, supply, etc. | 022.242 |
| Widening and deepening channel. | 373.1 |
| Wind mills. | 433.4 |
| Wind pumps for Water stations, etc. | 353.231 |
| Window curtains for Company use—Orders for, supply, etc. | 029.124 |
| Window fittings for Company use—Orders for, supply, etc. | 029.12 |
| Window guards for Passenger cars. | 412.34 |
| Window screens for Company use—Orders for, supply, etc. | 029.125 |
| Windows for Passenger cars. | 412.3 |
| Wiping cloths for Company use—Orders for, supply, etc. | 029.25 |
| Wire. (See Nails, wire and rods.) | 625.31 |
| Wire Reports. | 572.02 |
| Wire for Company use—Orders for, supply, etc. | 024.91 |
| Cable. | 024.913 |
| Copper. | 024.912 |
| Iron. | 024.911 |
| line crossings. | 312.22 |
| Telegraph and telephone for Company use—Orders for, supply, etc. | 027.21 |
| Wiring—Electric, power and lighting. | 434.203 |
| Witnesses—Court. | 070.4 |
| Witness fees. | 070.41 |
| Wood for Company use—Orders for, etc. (See Fuel.) | 023.032 |
| and Charcoal. | 023.3 |
| Wool—Rates, movement, etc. | 622.013 |

RAILROAD CORRESPONDENCE FILE

| | |
|--|-----------|
| Women—Employment of. | 014 |
| Work—Employees working at night. | 012.33 |
| Work cars. (See Cars—Work.) | |
| Working Expense Accounts. (See Accounts.) | 221.1 |
| Worlds Fairs—Passenger rates for, etc. | 616.31 |
| Wreck tool cars. | 414.018.2 |
| Wreck trains—Movement of, etc. | 581.011 |
| Wrecking derricks. | 414.018.1 |
| Wrecks and train accidents. (File in geographical and date order.) | 581 |
| Wrecks—Attempts to wreck trains. | 581.07 |
| Clearing. | 581.01 |
| Wrought Iron forgings. | 024.21 |

Y.

| | |
|--|-----------|
| Yacht races—Passenger rates, etc. | 615.21 |
| Yards. (Correspondence relating to a particular yard should be filed under Section 9.) | 347 |
| Appliances for stopping cars in. | 347.01 |
| Cleaning. | 300.31 |
| Condition of. | 512.1 |
| Cost of handling cars in. | 512.2 |
| Gravity. | 347.2 |
| Lighting of. | 512.4 |
| Operation of, etc. | 512 |
| Plans for. | 347.001 |
| Rules for operation of. | 512.01 |
| Switching service. (For rates, etc., See 620.131.) | 512.3 |
| Track skates. | 347.013 |
| Yarn—Rates, movement, etc. | 622.013.1 |
| Young Men's Christian Association. | 011.32 |

Z.

| | |
|---|---------|
| Zinc for batteries for Company use—Orders for, supply, etc. | 027.223 |
| for Company use. (See Metals—Minor.) | 024.6 |
| Rates, movement, etc. | 623.24 |
| Zone rates. | 601 |

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